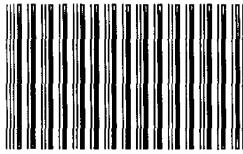


① 9185042

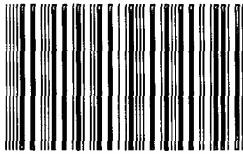
# Folder Separator Sheet

File Batch ID : 128346

Folder # : 1



999999999999999



00001283460001

REVISED 3-13-03

TOTAL # OF VOLUMES

BATCH #

128346

6

## SCANNING TRACKING SHEET

FOIPA # 918504-2

SUBJECT National Archives

FILE # 66-HQ-19249

SECTION # 11

(Please use a separate form for each section)

SERIAL # All

LEGAL TECH

NAME	TEAM	EXT.
------	------	------

b6  
b7C

DATE FORWARDED TO SCANNING

5/19/06

DATE COMPLETED

INITIAL AND DATE:

ACL NEEDED \_\_\_\_\_

\*\*\*\*\*

INITIAL AND DATE:

DOCUMENTS PREPARED BY

SCANNED BY

QUALITY CONTROLLED BY

REWORKED BY

CATALOGED BY

REASSEMBLED BY

ACL APPLIED BY

66-19249

NATIONAL ARCHIVES

**FACS FILE REQUEST**

**FILE LOCATION:**

**ACTION: PICK REQUEST**

FILE NUMBER

SERIAL(S)

66-19249

08/30/2005 08:18

## SECTION

## SERTAT, SCOPE

### COMMENT

11 { 349 / 371X }

**REQUESTED BY**

**NAME**

## BUILDING

## ROOM

## PHONE

**SUBJECT**

b2  
b6  
b7c

DK32152

RMD EMPLOYEE ASSIGNED:

THIS FILE IS NOT TRANSFERRABLE.  
IT MUST BE RETURNED TO:

## RECORDS MANAGEMENT CENTER

--- PERSONNEL DISTRIBUTION ROOM  
--- CONFIDENTIAL FILE ROOM  
--- SPECIAL FILE ROOM  
X JEH ROOM 1210

RECHARGE FILE EVERY 90 DAYS

U.S. DEPARTMENT OF JUSTICE

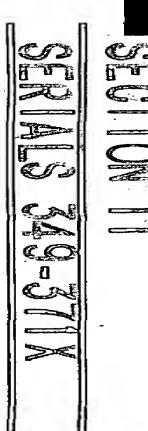
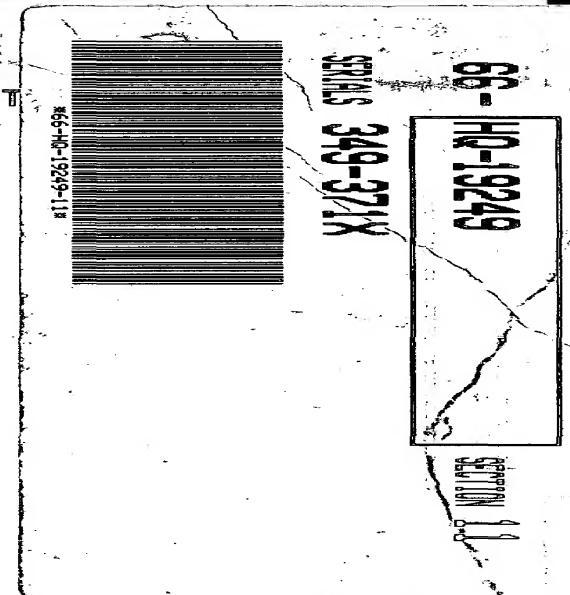
MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE

**FEDERAL BUREAU  
OF  
INVESTIGATION**  
**HEADQUARTERS**

FBIHQ INVESTIGATIVE AND ADMINISTRATIVE FILES

**DO NOT  
DESTROY**  
FOIPA # 918504-2

**Transfer - Call 3421  
Use Care in Handling this File**



## ATTENTION

The following documents appearing in FBI files have been reviewed under the provisions of The Freedom of Information Act (FOIA) (Title 5, United States Code, Section 552); Privacy Act of 1974 (PA) (Title 5, United States Code, Section 552a); and/or Litigation.

FOIA/PA

Litigation

Executive Order Applied

Requester: \_\_\_\_\_

Subject: \_\_\_\_\_

Computer or Case Identification Number: \_\_\_\_\_

Title of Case: \_\_\_\_\_ Section \_\_\_\_\_

\* File \_\_\_\_\_

Serials Reviewed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Release Location: \*File \_\_\_\_\_ Section \_\_\_\_\_  
\_\_\_\_\_

This file section has been scanned into the FOIPA Document Processing System (FDPS) prior to National Security Classification review. Please see the documents located in the FDPS for current classification action, if warranted. Direct inquiries about the FDPS to RIDS Service Request Unit  b2

File Number: 66-HQ 19249 Section 11

Serial(s) Reviewed: A11

FOIPA Requester: \_\_\_\_\_

FOIPA Subject: National Archives

FOIPA Computer Number: 918504-2

File Number: \_\_\_\_\_ Section \_\_\_\_\_

Serial(s) Reviewed: \_\_\_\_\_

FOIPA Requester: \_\_\_\_\_

FOIPA Subject: \_\_\_\_\_

FOIPA Computer Number: \_\_\_\_\_

File Number: \_\_\_\_\_ Section \_\_\_\_\_

Serial(s) Reviewed: \_\_\_\_\_

FOIPA Requester: \_\_\_\_\_

FOIPA Subject: \_\_\_\_\_

FOIPA Computer Number: \_\_\_\_\_

THIS FORM IS TO BE MAINTAINED AS THE TOP SERIAL OF THE FILE, BUT NOT SERIALIZED.

SCANNED BY DocLab (RMD)

DATE: 8-3-06

ATTENTION

LAST SERIAL: 371X DO NOT REMOVE FROM FILE

General  
Services  
Administration

National Archives and  
Records Service

Washington, DC 20408



~~FEDERAL GOVERNMENT~~

WT DEC 13 1984

b6  
b7C

Security Program Manager  
Federal Bureau of Investigation  
Washington, DC 20535

Dear [redacted]

This is in response to your memorandums of September 24 and November 29, 1984, regarding the release of classified information in documents held by the Harry S. Truman Library. All seven of the documents were created by former FBI Director J. Edgar Hoover, and they bear only the administrative marking, "Personal and Confidential."

In accordance with your recommendations, the Truman Library has classified as TOP SECRET the document described in your memorandum of September 24, and has classified as SECRET five of the six documents described in your memorandum of November 29. Since you had no objections to the continued release of the remaining document described in your memorandum of November 29, that document will continue to be made available to researchers.

With these actions on the part of the Truman Library, this case is concluded.

Sincerely,

*James E. O'Neill*  
JAMES E. O'NEILL  
Assistant Archivist  
for Presidential Libraries

*DC*

DE-270

v-96

66-19249-349

2 DEC 23 1984

4-36  
FEB/86

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b7C

57 FEB 27 1985

AC 03 03 03



DEC 17 1984

Mr. Robert Scherrer  
Section Chief  
Records Section  
Records Management Division  
Federal Bureau of Investigation  
Washington, D.C. 20535

FEDERAL GOVERNMENT

Dear Bob:

The National Archives and Records Service (NARS) is currently conducting a project that will help prepare NARS for future automated systems and formats.

The project is designed to provide NARS with information about the steps required to track Federal records through their life cycle, to test the capabilities of the Machine Readable Catalog (MARC) Format (designed by the Library of Congress) to meet our information exchange needs, and the usefulness of sending NARS data to a national data base. As part of the project, we will choose records from various Federal agencies and place bibliographic and administrative information about them into the on-line data base of the Research Libraries Information Network (RLIN).

At this time it appears that the records of the Federal Bureau of Investigation would be a likely choice for inclusion on a test basis. The adoption of a comprehensive schedule (SF-115) in 1981, the planned transfer of material to NARS in 1985, the high research interest in FBI records, and the Bureau's own efforts to plan automated systems for internal records control all suggest the appropriateness of FBI records for inclusion in this project.

The MARC Format consists of two distinct segments, a bibliographic segment and a process control segment. The bibliographic segment contains information such as record titles and general description that might be found in the agency's record schedule (SF-115) and internal NARS descriptive systems. This portion of the record is accessible to all users of RLIN. The process control segment cites actions taken on or to the records - such as transferred to the record center, transferred to the Office of the National Archives, microfilmed, arranged and described, declassified - and can be viewed by NARS only.

66-19249-349X

The net result of using the FBI for test purposes would be to place on-line and in a national data base information which is already in the public domain. This may generate more research interest in the records, and more questions about disposition decisions, but the burden of response will fall to the <sup>MAY 22 1985</sup> National Archives. At this time it appears to us that the impact on the Bureau will be minimal.

b6  
b7C

THE  
ARCHIVES

AT 50 1934-1984

53 AUG 20 1985

66-19249

H. LWS  
mbo

2.

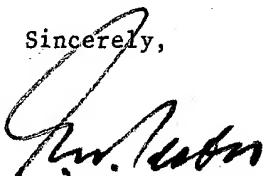
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[redacted] of the Archival Research and Evaluation Staff are directing this test project. If you or others have any questions or concerns about the use of FBI records for test purposes, do not hesitate to contact either of them. In addition, if the Bureau wishes to be informed of the test results or to view the reports and other products generated during the project, we will be happy to share these with you. [redacted]

[redacted] can be reached on [redacted]

I hope you find this project, and the prospects of using FBI records for test purposes, to be potentially helpful and interesting. We look forward to receiving your comments on our plan.

Sincerely,



GEORGE N. SCABOO  
Deputy Archivist of  
the United States

# National Archives



Washington, DC 20408

FEDERAL GOVERNMENT

*dkb*  
JAN 9 1985

## ONATIONAL ARCHIVES AND RECORDS SERVICE

Mr. Robert Scherrer  
Records Management Division  
Federal Bureau of Investigation  
Washington, DC 20535

Dear Bob:

Enclosed are printouts containing the numbers of the case files to be retained as the informational or evidential samples for classifications 95, 115, 120, 140, and 163.

[redacted] requested these samples to initiate space savings in these classifications by file consolidation through the removal of front and back covers from case files designated for destruction in NCL-65-82-4 and NCL-65-82-5. It is my understanding that no case file material will be removed or destroyed at this time.

If you have any questions regarding the samples contact [redacted] on [redacted]

Sincerely,

*Jim*

JAMES E. O'NEILL  
Assistant Archivist for  
Presidential Libraries and  
Director, FBI Appraisal Project

ENC. B/W AND TLES  
Enclosures

EPR

6 ENCLOSURE

66-19249-319V1  
FEB 6 1986

Scherrer  
RECORDS

2 AUG 29 1986

Mr. Monroe

1/7/85

R. W. Scherrer

DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE:

The purpose of this memorandum is to record the results of a request of all Legats to comply with instructions to preserve historical records for permanent retention.

RECOMMENDATION:

None. For record purposes.

DETAILS:

By airtel dated 4/25/84, all Legats were requested to identify and preserve historical records for permanent retention pursuant to the Records Retention Plan and Disposition Schedule prepared by NARS.

All Legats have responded and the responses are filed as an enclosure to this communication.

Enclosures

66-3286 Sub B

1 - 66-19249

1 - Mr. Mintz (Attn: [redacted])

1 - Mr. Monroe

1 - Mr. Scherrer

1 - [redacted]

1 - [redacted]

1 - [redacted]

1 - Foreign Liaison

RRC/CMG:jls (9)

b6  
b7C

66-19249-  
NOT RECORDED  
12 JAN 18 1985

5/16/85 1985  
S. J. [Signature]

ORIGINAL

# Memorandum



Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. Cong. & Public Affs. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Mr. Monroe *cm/rws*

Date 1/16/85

From : R. W. Scherrer *RS*

Subject: **DESTRUCTION OF RECORDS**  
**NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)**  
**APPRAISAL OF FBIHQ AND FIELD RECORDS**

## PURPOSE:

The purpose of this memorandum is to provide the current status of functions related to implementation of the FBI Records Retention Plan and Disposition Schedule at the conclusion of one year.

## RECOMMENDATION:

None. For information.

*W*

<b>APPROVED:</b>	Adm. Servs. _____	Laboratory _____
Director _____	Log. Servs. _____	Off. Cong. & Public Affs. _____
Exec. Adm. _____	Ident. _____	Rec. Mgmt. _____
Exec. Inv. _____	Intell. _____	Tech. Servs. _____
Exec. Servs. _____	Training _____	

*cm/rws* *BA*

## DETAILS:

By memorandum, dated 7/17/84, I advised that after six months, certain functions related to implementation of the FBI Records Retention Plan and Disposition Schedule had been completed, particularly in the area of identifying permanent records to be preserved by the field offices.

For information, the functions that have been completed after one year and pending functions are described.

Enclosure *detached + maintained in file 57*  
66-19249

1 - Mr. Monroe  
1 - Mr. Scherrer

1 -   
1 -   
1 -   
1 -

(Attn: )

b6  
b7C

*66-19249-350*  
12 JAN 31 1985

CMG:jls (7)

*cm/rws*

*70 MAY 13 1985*

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

A. Action Completed

Determined classifications to be preserved in field offices in entirety; recorded multisection cases in 30 classifications from FACS printout; determined office(s) of origin from review of FBIHQ multisection cases; and entered results from computer sort to obtain sequential listing of permanent files by field office to serve as attachments to three (3/8, 4/17, and 6/20/84) outgoing instructional communications. Field offices were requested to preserve certain classifications in entirety, cases corresponding to retained FBIHQ multisection cases, and to identify additional permanent cases to be retained by the field offices and, in some instances, by FBIHQ.

Identified entire classifications and multisection/multiserial cases to be preserved by Legats. Communication sent 4/25/84 and all offices have responded.

Recorded multisection cases containing 20 or more sections and recorded subject matter from the indices to the Hoover O&C and Nichols file collections, determined office(s) of origin, auxiliary office and/or Legat file numbers, and entered results for computer sort. Along with a listing of permanent records, each field office was furnished (11/26/84) with a comprehensive list of the Attorney General's List of Subversive Organizations for appropriate searching, stamping, and preservation. These exceptional record categories concluded the instructions to the field offices until resolution of American Friends. The exceptional criteria to be applied to field office cases corresponding to FBIHQ cases are reduced from 12 to 9 and exceptional categories to be applied in the field offices are reduced from 4 to 3.

Received and placed on record, responses from initial (3/8/84) instructional airtel. Noted additional cases to be preserved at FBIHQ resulting from the review of field office records. Searched accompanying subject matter if FBIHQ file number was not available in the field offices. The combined volume of cases to be preserved by FBIHQ is 4,203 cases, ranging from 3 cases identified in El Paso to 590 cases in New York. Approximately 24% of the total cases resulted from the search of subject

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

matter and file review for verification. All FBIHQ file numbers entered for computer sort for reference listing and all offices have responded.

Reviewed responses to 4/17 and 6/20/84 instructional airtels; searched subject matter for FBIHQ file numbers, as necessary; and began entering for computer sort for 6,838 file numbers in response to 4/17/84 and 1,106 in response to 6/20/84.

The computer capability previously established for files in litigation proved to be a successful, efficient, and cost-effective device in forwarding historical case numbers to field offices for permanent retention. The computer capability is now being used to record all permanent records which have been identified by the field offices, cases with 20 or more sections, cases related to the Hoover O&C and Nichols file collections, the Attorney General's List of Subversive Organizations (searching completed), and Federal Sitting Judges (for DOJ project). The resulting sequential listing of FBIHQ permanent records will eliminate referral to all responses from the field offices; will provide an accurate, compact record of cases to be retained at FBIHQ for reference during the destruction program; and will assist in eliminating redundancy when providing additional instructions to the field offices. The listing will be updated, as required. The program was recently used to assist FOIPA in project to sequentially sort 1,205 file numbers.

Completed file review and index card retrieval for 34 drawers of files of the 61 classification and received 33 files from the field offices. Obtained approval from substantive division to complete transfer. Reviewed for document classification, packed, and inventoried 16 cartons for transfer.

Packed and inventoried 76 cartons of Uniform Crime Reporting records, FBI Annual Reports and index cards and Interesting Case Writeups. Index to the Writeups, previously maintained in the Office of Congressional and Public Affairs (OCPA), and approved for transfer, is being converted to microfiche for the FBI Academy which expressed an interest in receiving the index. Records reviewed by OCPA personnel and approved for transfer.

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

Reduced backlog of Information and Privacy Acts and civil litigation cases to be searched, reviewed and restricted from 306 to 83 cases.

Entered approximately 12,384 identical references for a computer listing of litigation records which are restricted from destruction until the cases are dismissed.

Submitted 14 individual SF 115s for destruction/amendment of official records pursuant to the Privacy Act of 1974 and obtained approval from NARS.

Prepared (drafted) communication to amend disposition instructions for the Privacy Act notification published in the "Federal Register" for nine FBI record systems which currently carry the restrictions imposed by the 1/10/80 injunction.

Submitted request to, and acquired authorization from, NARS to apply substitution for "set aside" or nonpublic records which might be selected from the "sample" and to delete similar record material from permanent multisection cases.

Prepared (drafted) 10 SF 115s for records mandated for destruction by court order for submission to NARS after resolution of American Friends.

Submitted request to NARS to destroy, prior to transfer, information relating to tax, Grand Jury, and Title III in FBIHQ and field office files (request denied) and to obliterate the names of informants from "administrative page(s)" for filing and maintain the original pages at FBIHQ (request approved).

Completed 180 pages of 209 pages of a Witness Protection project for the SFR.

Independently, and with NARS personnel, conducted review to compare source instructions and instructions contained in the disposition schedule for discrepancies.

Amended FACS data base and reported necessary file consolidations and index card errors, as encountered.

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

B. Prior to Resolution of Action and Approval by the Court

Complete packing process and physical transfer of historical record collection.

Enter remaining historical cases from 4/17 and 6/20/84 responses for computer sort.

Complete remaining 29 pages of Witness Protection project.

Search and identify subject matter for remaining 83 litigation cases which require record preservation and enter for computer listing for future destruction purposes.

Prepare (draft) action directives for approved destruction for FBIHQ divisions, field offices, and Legats from the Disposition Schedule and General Records Schedules, which have been restricted, for immediate release upon resolution of pending court action. Previously-issued instructions will be amended to encompass discrepancies and field offices and Legats will be instructed to apply two additional exceptional criteria (control files and cases with 35 or more sections in office of origin/50 or more sections in auxiliary offices) during the file review to destroy auxiliary office files. The last exceptional category (major cases) will be identified at a later date during destruction of office of origin files.

Prepare (draft) manual (MAOP, Legat) revisions.

Prepare amended pages (SF 115a) for the Disposition Schedule to rectify discrepancies.

Acquire computer capability to enter and search subject matter for historical files after index cards are removed from the General Index until physical transfer of the permanent records is completed, and to provide alphabetical printout to remove index cards for destroyed files from the General Index.

C. Subsequent to Resolution of Court Action and Approval by the Court

Send action directives for approved destruction to FBIHQ divisions, field offices and Legats.

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

Submit manual (MAOP, Legat) revisions.

Apply sampling methodology from "random start" number provided by NARS for 100,000 permanent cases at FBIHQ; identify corresponding cases in Office of Origin in classifications 70, 92, 100, 157, 198 for 16,000 cases; identify corresponding cases in Legats in classification 200 for 20 cases; and advise 10 offices to apply the sampling procedure to classifications 100, 134, 137 and 157 for 77,500 cases.

Search and/or determine Office(s) of Origin and Legat file numbers for 4,000 exceptional cases (or subject matter) provided by NARS for permanent retention.

Enter above cases for computer sort and prepare instructional directives for field offices to preserve records in the sampling and exceptional categories and to apply the sampling procedure in 10 offices.

Submit disposal requests (SF 115) for destruction of records mandated by court order.

Request NARS to appraise the Identification Division's User-Fee System of records from previously-submitted SF 115.

Destroy 500 cubic feet of correspondence (OCPA) and inspection work papers (Inspection Division) in storage after coordination with respective divisions.

Retrieve 790 cartons of microfilmed criminal cases from the Federal Records Center (FRC), Suitland, MD, for destruction.

Retrieve 1,419 cartons of abstracts from FRC for preservation and transfer of abstracts to multisection cases and destruction of remainder.

Transfer publications to the Library of Congress.

Upon completion of identification of historical records, proceed with classification-by-classification review of criminal classifications to identify additional case files in the exceptional (9 criteria) and multiserial categories with review extending to (proposed) 10-year cut-off to benefit

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

field offices, provide Office of Origin and/or Legats with corresponding file numbers to be preserved and grant authority to destroy, again, on a classification basis. During a one-time, file-by-file analysis, HQ files will be stamped for preservation and evaluated for destruction.

D. Ongoing

Annually, update multisection (two or more sections) and exceptional (20 or more sections) categories from master listing; determine Office of Origin or Legat file numbers; and forward file numbers to respective field offices. NARS may supplement this category.

Transfer/destroy records after following restrictions/considerations are observed:

Pending FOIPA requests  
FBI investigative or administrative needs  
Restrictions on security-related records  
Accounting of disclosure (5 USC 552a(c)(2))  
Pending litigation (from litigation computer listing)  
Court restrictions (ELSUR)  
Informant named on administrative page(s)  
Classification review conducted  
"Set aside" or nonpublic record  
Rap sheet in file coincides with current identification record  
Court order mandating destruction filed within the file  
Identify Martin Luther King, Jr., material for sealing (1963-1977)  
Abstracts to multisection cases retained

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

Apply 9 exceptional criteria

Age of record

Collect all file components (bulkies, index cards)

Apply correct pre 1978 or post 1977 disposition  
instructions.

Clear data bases for FACS/AIMS for destroyed/transferred  
files.

Note DOJ project for sitting Federal judges in classifications  
62, 77, and 161

Observe administrative needs to retain files on  
incarcerated subject, fugitive, etc.



General  
Services  
Administration  
Records Service

National Archives

and

Records Service

Washington, DC 20408

6  
6  
January 18, 1985

FEDERAL GOVERNMENT

Mr. Robert W. Scherrer  
Section Chief, Records Section  
Records Management Division  
U.S. Department of Justice  
Federal Bureau of Investigation  
Washington, DC 20535

Dear Mr. Scherrer:

Thank you for your letter of January 8, 1985. We will use it to respond to inquiries about the incorrect page 129 in the Dallas report of November 30, 1963, among the records of the Warren Commission.

Sincerely,

*Marion M. Johnson*  
MARION M. JOHNSON  
Judicial, Fiscal, and Social Branch  
Civil Archives Division

No ack rec.  
Aug 1/29/85

⑨

66-19249-351

6 JAN 30 1985

XEN  
APR 9 - 1985

- 4 PALS/amy

FBI

## TRANSMIT VIA:

Teletype  
 Facsimile  
 Airtel

## PRECEDENCE:

Immediate  
 Priority  
 Routine

## CLASSIFICATION:

TOP SECRET  
 SECRET  
 CONFIDENTIAL  
 UNCLAS E F T O  
 UNCLAS

Date 1/18/85

TO: DIRECTOR, FBI  
 ATTN: RECORDS MANAGEMENT DIVISION,  
 RECORDS SECTION,  
 RECORDS RESEARCH UNIT

FROM: SAC, CHICAGO (66-2551A)

DESTRUCTION OF RECORDS;  
 NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
 APPRAISAL OF FBIHQ AND FIELD RECORDS

Re Director's airtel to all SACs and all Legats,  
 11/26/84, captioned as above.

The Chicago Division has completed the stamping of all files, meeting the criteria set out in referenced airtel.

2 - Bureau  
 1 - Chicago  
 WMN:sgp  
 (3)

b6  
 b7C

66-19249-

NOT RECORDED

JAN 30 1985

Approved: EP Han Transmitted \_\_\_\_\_ Per \_\_\_\_\_  
 (Number) (Time)

# Mid-Atlantic Regional Archives Conference

OUTSIDE SOURCE

mid-atlantic archivist

Delaware      DC      New York  
District of Columbia      Pennsylvania  
Maryland      Virginia  
New Jersey      West Virginia

D.C. Archivists  
February 13, 1985

Mr. Robert Scherrer  
Chief - Records Section  
FBI  
9th and Pennsylvania Ave., N.W.  
Washington, D.C. 20535

Dear Mr. Scherrer:

The D.C. Archivists would like to invite you to speak at our March program on the FBI's records. In particular we hope to address the current status of FBI records and your plans to transfer archival records to the National Archives. I have also asked [redacted] Historian of the FBI, and will arrange to have a NARS representative present for the program. (The NARS speaker will be either [redacted]  
[redacted]

b6  
b7C

The D.C. Archivists is a local organization of professional archivists, curators, historians, librarians, and others interested in the preservation and administration of historical materials. D.C. Archivists, a caucus group of the Mid-Atlantic Regional Archives Conference, meet monthly in area repositories for tours and programs. There has been a great deal of interest among local archivists and historians in the FBI's records and we look forward to having a program on the subject.

V-133

DE 190

66-19249-351X

If possible we would like to hold the meeting on March 26 or 27, 1985, anytime between 3:00 p.m. and 7:00 p.m. at FBI headquarters. Meeting usually last 1½ to 2 hours. I have asked Dr. Falb to check on arranging a meeting place. I look forward to meeting you next month.

Sincerely,

16 MAR 21 1985

*Michele F. Pacifico*  
Michele F. Pacifico  
Co-Chair, D.C. Archivists

cc: [redacted]

b6  
b7C

2 MAY 1985

b6  
b7C

RECORDS

# Memorandum



8/14  
To : Mr. Monroe *cm/rws* Date : 2/13/85

From : R. W. Scherrer *Rws*

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Adm. Servs. *cm/rws*  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. Cong. &  
Public Affs. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

## PURPOSE:

To advise of an unresolved issue concerning a conflict between the "Attorney General's Guidelines on FBI Use of Informants and Confidential Sources" and the FBI's Records Retention Plan and Disposition Schedule prepared by NARS and the FBI and submitted to the court on 11/9/81, in the civil matter American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., District of Columbia) Civil Action Number 79-1655. The unresolved issue concerns the authority of the Attorney General to authorize the destruction of any FBI records, based on the contention that such authority rests only with the Archivist of the United States.

## RECOMMENDATION:

That the Criminal Investigative Division (CID) attempt to resolve with the Department of Justice (DOJ) aforementioned conflict.

APPROVED: *cm/rws*

Arm. Servs. _____	Laboratory _____
Crim. Inv. _____	Legal Coun. _____
Director _____	Off. of Cong. & Public Affs. _____
Exec. AD-Adm. _____	Ident. _____
Exec. AD-inv. _____	Inspection _____
Exec. AD-LES _____	Intell. _____
	Training _____

66-19249

1 - Mr. Revell  
1 - Mr. Monroe  
1 - Mr. Scherrer  
1 -

b6  
b7C

17 FEB 15 1985

SEE CID ADDENDUM PAGE 3.

TBD: Jls (5)

2 JUL 20 1985

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b7C

REC'D BY

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRaisal OF FBIHQ AND FIELD RECORDS

DETAILS:

[redacted] memorandum, 11/5/81, outlined the above conflict and stated a need for a resolution thereto.

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Part D(6) of the "Attorney General's Guidelines on FBI Use of Informants and Confidential Sources," which were promulgated on 12/2/80, by authority of the Attorney General, as provided in Title 28, United States Code, Sections 509, 510 and 533, provides that:

"If it is determined not to use a person or entity as an informant or confidential source, any information collected about the person or entity during the preliminary inquiry without the consent of the person or entity shall be promptly destroyed, unless it is, or may become, pertinent to authorized investigative activity, or the person is a potential witness in a criminal prosecution. Any decision not to destroy all information about the person or entity shall be recorded with explanatory facts and circumstances in an investigative case file. It shall be reviewed periodically by the SAC or designated field supervisor."

The Disposition Plan and Retention Schedule provides no authorization for destruction called for by the Attorney General's Guidelines as indicated above. NARS officials contend that the authority for the destruction of FBI records does not rest with the Attorney General, but with the Archivist of the United States.

It is believed that some modifications to Part D(6) of the Attorney General's Guidelines are necessary. Therefore, it is suggested that the CID take up the aforementioned matter with appropriate officials of the DOJ in an attempt to resolve the conflict cited above.

R. W. Scherrer to Mr. Monroe memorandum  
Dated: 2/13/85  
Re: Destruction of Records  
National Archives and Records Service (NARS)  
Appraisal of FBIHQ and Field Records

ADDENDUM: CRIMINAL INVESTIGATIVE DIVISION (CID), INVESTIGATIVE SUPPORT SECTION (ISS)

~~Exhibit~~ 5/29/85

This matter was discussed between [redacted]  
Records Management Division (RMD), and SSA [redacted]  
Criminal Informant/Witness Security Programs Unit, ISS, CID.

[redacted] was advised that the materials to be destroyed, if a preliminary inquiry was discontinued prior to the conversion of an individual to the status of a fully operational informant, would only include those documents which contain information obtained without the consent of that individual. The "Attorney General's Guidelines (AGG) on FBI Use of Informants and Confidential Sources" instructions to destroy those documents do not authorize the destruction of the entire file and are limited materials as described above.

Since there is an apparent conflict between the instructions contained in the AGG and the Disposition Plan and Retention Schedule of the NARS, and since NARS officials contend the authority for destruction of FBI records rests with the Archivist of the United States not the Attorney General, this matter might best be resolved by a direct meeting between NARS officials and appropriate officials of DOJ.

[redacted] concurred that this matter might best be resolved if NARS officials contacted DOJ directly as the question concerning authority to destroy documents is between DOJ and NARS, not the FBI and NARS.

CID recommends that RMD advise NARS to contact DOJ directly to resolve this conflict and requests that CID be kept advised of developments in this matter.

APPROVED: *[Signature]* Admin. Servs. Laboratory \_\_\_\_\_  
C. I. Inv. Legal Coun. \_\_\_\_\_  
Director \_\_\_\_\_ Off. of Cong. & Public Atts. \_\_\_\_\_  
Exec. AD-Adm. \_\_\_\_\_ Inspectors Rec. Mgmt. \_\_\_\_\_  
Exec. AD-Inv. \_\_\_\_\_ Intel. Tech. Servs. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_ Training \_\_\_\_\_

*[Signature]*

# Memorandum



Exec AD Adm. —  
Exec AD Inv. —  
Exec AD LES —  
Asst. Dir. :  
Adm. Servs. —  
Crim. Inv. —  
Ident. —  
Insp. —  
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Public Affs. —  
Rec. Mgmt. —  
Tech. Servs. —  
Training —  
Telephone Rm. —  
Director's Sec'y —

To : Mr. Monroe *con/ave*

Date 3/14/85

From : R. W. Scherrer *RS*

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRaisal OF FBIHQ AND FIELD RECORDS

## PURPOSE:

The purpose of this memorandum is to provide, for record purposes, the computer printouts for the exceptional historical cases identified by NARS and the results of the index search/identification of pertinent file numbers as determined by NARS.

## RECOMMENDATION:

None. For record purposes.

APPROVED: Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
Director \_\_\_\_\_ Off. Cong. & \_\_\_\_\_  
Public Affs. \_\_\_\_\_  
Exec. Adm. \_\_\_\_\_ R. W. Scherrer *con/ave*  
Exec. Adm. \_\_\_\_\_ Rec. Mgmt. \_\_\_\_\_  
Exec. Adm. \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
Exec. Adm. \_\_\_\_\_ Training \_\_\_\_\_

## DETAILS:

On 3/12/85, as a result of ongoing aggressive liaison, Dr. Bruce Ambacher, NARS, provided the computer printouts of exceptional historical cases which resulted from captioned appraisal and subject matter provided by NARS' outside consultants and historians. Dr. Ambacher was apprised of our desire to move forward in order to minimize the preparations required for field office files prior to implementing a destruction program. NARS had previously withheld the listing, but was now responsive to our request.

A copy of the computer printouts is attached for information and represents the results of NARS' efforts to determine pertinent FBIHQ records and the corresponding field office file numbers.

Enclosure

66-19249

ENCLOSURE

1 - Mr. Mintz *REINHOLD*

1 - Mr. Monroe

1 - Mr. Scherrer

1 - [redacted]

1 - [redacted]

10 MAR 15 1985

RECORDS

3/16 MAR 27 1985

CMG/RWS:ils (6)

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FBI/DC

# Memorandum



Exec AD-Adm. \_\_\_\_\_  
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Exec AD LES \_\_\_\_\_  
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Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Mr. Monroe *copy/AB*

Date 3/25/85

From : R. W. Scherrer *Rec*

Subject : DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRaisal OF FBIHQ AND FIELD RECORDS

## PURPOSE:

The purpose of this memorandum is to provide, for record purposes, the computer printouts for classified exceptional historical cases identified by NARS and the results of the index search/identification of pertinent file numbers as determined by NARS.

## RECOMMENDATION:

None. For record purposes.

APPROVED:

Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_

Legal Coun. \_\_\_\_\_

Director \_\_\_\_\_

Off. Cong. & \_\_\_\_\_

Public Affs. \_\_\_\_\_

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Rec. Mgmt. \_\_\_\_\_

Tech. Servs. \_\_\_\_\_

Training \_\_\_\_\_

*cm/RWS*

## DETAILS:

My memorandum, dated 3/14/85, captioned as above, noted that computer printouts for the exceptional category of historical records were made available by [redacted] NARS, on 3/12/85.

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On 3/20/85, [redacted] provided 25 additional pages of computer printouts for classified exceptional cases which were maintained separately in the National Archives due to their sensitive nature. At [redacted] request, [redacted] the printouts were copied and returned to him on 3/21/85.

*60-19249-500*  
16 MAR 28 1985

Copies of the classified pages are attached and are the results of NARS' efforts to identify pertinent FBIHQ records and the corresponding field office file numbers.

ENCLOSURE

Enclosure

66-19249

1 - Mr. Mintz (Attn: [redacted])

1 - Mr. Monroe

1 - [redacted] Mn. Scherrer

1 - [redacted]

CMG:jls (6)

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*RP*  
FBI/DOJ

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ABEL RUDOLPH IVANOVICH		AHQ 0651061538				
ACTIVITIES OF JAP CONSULATES		AHQ 0650036120				
AGENTS OF JAP GOVT IN US		AHQ 0652034590				
BIRKSON WILLIAM COUSH NATL COMM		AHQ 0652039100				
ALEM PROS UNCON Sov LLEG AGENTS		AHQ 0650069532				
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ALFAI BOSCH CORPORATION		AHQ 0650073390				
AMARAN INVOLVES CODES AND CRYPT		AHQ 0650062456				
ANALYTICAL RESEARCH UNIT CTR-INTEL		AHQ 050271060				
ANDREE GEORGE CONRAD		D		DMV 0650000253		
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13 ASSETS OF JAD COINT IN US			AHO 0049000000000				
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15 BLOOM, J. POSS KGB ASSETS			AHO 0650003472				
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17 BARSTEIN, KRISTINA KATHARINA			AHO 1990000280		DLA 19900000091		
18							
19 RESTRIKT POSS KGB ASSETS			AHO 0045000374				
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21 BLOOM, J. WARFARE			AHO 0049003216				
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23 BLUEBEARD RE CUBA			AHO 1050114962				
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25 BRANDY OPERATION WITH CANADA			AHO 1050119203				
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JOB NO.	PROGRAM	SPECIAL INFORMATION & INSTRUCTIONS	PAGE CL 3 OF
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BRITISH SECURITY SERVICE ME-6		AHQ	0640049040				
BUTENKO, JOHN W. SOLD SEC DOC KAS AHQ 1050108076							
BUTENKO, JOHN W.		AHQ	0650067695				
CIAHLO-TAROLA, TOMASO		AHQ	10000002373				
CHENIAK, ANNA		E					
CHERMISHEV, VIKTOR A. SEC SEC SOU EME							
CHINESE COMM INTELL OFF IN THE US AHQ0000000000000000							
CHOW, LIM		AHQ	050136011				
CLIP RE CUBA AND CASTRO		AHQ	0500899123				
COKKA CITY OF KNOWN REEP PLACES		AHQ	0650000000000000				
CONFIDENTIAL INFORMATION INDEX		E					
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CORKER PROGRAM		DMY	0650022043				
CORKER PROGRAM		DSF	06500005722				

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FIPS Pub. 44      268-101





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1 COT PIERRE JULES FORMER FRENCH MINISTER		WFOX6580002393				
2 COUNTERESPIONAGE VS GERM IN LAT AM AHOX640015150						
3 COUNTERESPIONAGE VS GER IN LAT AM AHOX6400103112						
4 COUNTERESPIONAGE VS GER IN LAT AM AHOX640003012						
5 CUBIN DIPLOMATS		AHO1050017787				
6 CUBAN FOR COUNTERINTELL EXCEPT CASE		AHO2000001950				
7 CUBAN INTELLIGENCE IN THE US		AHO1050090787				
8 CUBAN MISSION TO THE UNITED NATIONS		AHO1050017787				
9 CUBAN NATIONALIST ASSOC		AHO09700041940MM1050002481DNV1050039412				
10 CUBAN NATIONALIST ASSOC		DNV1050011423				
11 CUBAN SEE SEE MATTERS		AHO1050163123				
12 NUBIR		D				
13 CUBA REFUGEES DESIRING TO RET TO CWD		DNM1050016686				

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1 DEPAMD	DECEPT PROC FOR KVNFMIS	DFAHQDLS	061140		
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3 DESCO		AHQ1058011688			
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5 DOMINICAN INDEX		AHQ1058143608			
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7 DOUBLE AGENT PROGRAM		D		DLA13400003359	
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9 DOUBLE AGENT PROGRAM		AHQ0652049443			
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11 DRUMMOND, KARL ALLEN	JAPANESE SPY	AHQ0650001080			
12					
13 DUDLESNE, FREDERICK		AHQ0650009964			
14					
15 EAST WEST EXCHANGE PROGRAM		AHQ1058012300			
16					
17 ECUADOR, POLITICAL CONDITIONS IN		AHQ0640003300			
18					
19 EZIAO, TAKED	JAPANESE SPY	AHQ0658005046			
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21 FARNWORTH, JOHN ELMER	SOI FOR JAPANESE SPY	AHQ065000632			
22					
23 FBI BIS	WW2 LIAISON	AHQ0650005081			
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25 FOXTROT	CUBAN INTELLIGENCE AGENT	AHQ0650007951		OMM0650002945	
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1	DEKME, HERBERT	F					
2	HUNGARIAN INTELLIGENCE ACT'S IN US	D			WFO 100	19156	
3	HUNTER REPORTS	RECD FROM CIA	AHQ10580067845				
4	HUNTER	FBI COOPERATION WITH CIA	AHQ10580093089				
5	ISAKUJI, SADAO	JAPANESE AGENT	AHQ86580031109				
6	INDEPENDENT PROGRESSIVE PARTY	D			DLA 1340000314		
7	ITALIA CP AND OTHER ITALIAN PARTIES	AHQ000580053339					
8	ITALIA AND IAO CONSULATES CONTACTS	AHQ000580033009					
9	ITALIA SECRET POLICE AGENT	AHQ000580031004					
10	INTELLIGENCE SOURCE DEVELOPMENT	D			DLA 20300001161		
11	ISRAELI BALATH PARTY	AHQ0005800310036					
12	ISRAELI CONSULATE LOS ANGELES	D			DLA 105	717	
13	ITALIAN CONFIDENTIAL INFORMANT	AHQ00058008120					

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INVESTIGATION OF ITALIAN COMM R AGENT (AHQ) 10030002165							
ITALIAN GUERRILLAS IN AMERICA				WFO 1990000113			
ITALIAN CONSULT LINK WITH SIC POLICE (AHQ) 06100009685							
ITALIAN CINTER ESPIONAGE FRENCH SAE							
ITALIAN FASCIST ORGANIZATION (AHQ) 06100009685/03199							
ITALIAN ESPIONAGE ACTIVITIES IN US (AHQ) 0650091072							
TEA US (AHQ) 0650029018							
ITALIAN SABOTAGE AND ESPIONAGE ACTS (AHQ) 06100009601							
ITALIAN SECRET POLICE (AHQ) 065003748							
ITALIAN INTELLIGENCE ACTIVITIES (AHQ) 0000062237							
ITALIAN INTELLIGENCE ACTIVITIES (AHQ) 00000701							
ITALIAN SECRET SERVICE AGENT (AHQ) 000000811							
ISSA (AHQ) 000003189							



## COBOL CODING

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Standard Form 268 (9-76)  
U.S. Dept. of Commerce-NBS  
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## COBOL CODING

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SUBJECT OR TITLE (CAPTION)		CODE	HQ NUMBER	OFFICE OF ORIGIN NUMBER	OTHER NUMBER	CODE	ID
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80							
1 JAP CONSULAR ACTIVITIES IN NEW ORLEANS	AHQ0650037395						
2 JAP CONS WASH DC, ONCL JAP BY ONE	AHQ0650000000000000						
3 JAP CTR ESPIONAGE SECTION 6	AHQ065000713						SUG 1
4 JAP ESPIONAGE ACTIVITIES	AHQ0650001320						
5 JAP ESPIONAGE ACTIVITIES IN US	AHQ0650001667						
6 JAP ESPIONAGE ACTIVITIES	AHQ0650000000000000						
7 JAP ESP IN CHICAGO AREA	AHQ0650001374						
8 JAPANESE GOVERNMENT	AHQ0650000000000000						
9 JAPANESE INTELLIGENCE SERVICE	AHQ06500040048						
10 JAPANESE INTERNMENT	0						0140650004570
11 JAPANESE MESSAGES SEIZED BY FBI AFTER P44-AHQ0650027565							
12 JAPANESE NAVAL ASSN	AHQ0650037551						
13 KAI, SOKOKY	AHQ0650000000000000						

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

COBOL CODING

GPO 1976 O-210-016

Standard Form 268 (9-76)

U.S. Dept. of Commerce-NBS

FIPS Pub. 44 268-101



JOB NO.		PROGRAM	SPECIAL INFORMATION & INSTRUCTIONS		PAGE CK 12 OF		
NAME		INSTALLATION			DATE		
HAND PRINTING GUIDE		" \$ ( ) * + , - . / 0 1 2 3 4 5 6 7 8 9 . < = > A B C D E F G H I J K L M N O P Q R S T U V W X Y Z					
SUBJECT OR TITLE (CAPTION)		CODE	HQ NUMBER	OFFICE OF ORIGIN NUMBER	OTHER NUMBER	CODE	ID
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48	49 50 51 52 53 54 55 56 57 58 59 60 61	62 63 64 65 66 67 68 69 70 71 72 73 74	75 76 77 78 79 80				
1 KATZ, JOSEPH ESPIONAGE R		AHQ0065/0051913					
2 KGB JL ECALS DIRECTORATE		AHQ0065/0069854			OM/065/0023629		
3 KGB INFLUENCE AND ACTS N LATVIA		AHQ0105/0034182			OM/A105/0025036		
4 KGB INFLUENCE AND ACTS N LATVIA		AHQ0105/019121					
5 KMCW ESPIONAGE LKA		AHQ0065/W69223					
6 KISS, EUGENIO Z		AHQ0064/0023032					
7 KOEVELL SIMON EMIL		AHQ0065/0020365					
8 KOTOSHI RODO, RICHARD M		AHQ0065/001348					
9 KUEHN, BERNARD J O SPY FOR JAPAN		AHQ0065/001574					
10 KUFFTIESSEPER BUD		AHQ0065/0013353					
11 KUMAMOTO SHUJIKE		AHQ0065/003283					
12 KUOMINTANG OF CHINA		AHQ100008019					
13 MARTYNOV MAKSYM		AHQ0065 62962					

COBOL CODING

GPO: 1970 O-215-018



JOB NO.	PROGRAM	SPECIAL INFORMATION & INSTRUCTIONS		PAGE CL-13 OF DATE			
NAME	INSTALLATION						
HAND PRINTING GUIDE     '\$()*+,./0123456789,<=> ABCDEFGHIJKLMNOPQRSTUVWXYZ							
SUBJECT OR TITLE (CAPTION)		CODE	HQ NUMBER	OFFICE OF ORIGIN NUMBER	OTHER NUMBER	CODE	10
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80							
1 MATKOW, HARVEY		AHQ	3488000000	D			
2 MAY, ALLEN MANN BRITISH NUCLEAR SPY							
3 MEILER CASE AER SPY IN US		F					
4 MEXICAN RED FT PAN AM MM DM		D			WFO 050003029		
5 MILLER, LAWRENCE TECH SURVEILLANCE 0091607310							
6 MOATS, ALICE LEONE ASSOC W TRAVIS LOA 00970003377 WFO 0910000931							
7 MOCHISE IMPORTANT DOUBLE ACT 505AHA 001352385							
8 MOLAMINE D P D MARIO		AHQ	66031691				
9 MRR CUBAN ANTI CASTRO GROUP D					DM 0910000327		
10 MUDIUMI ISMAIL BAHRIAN		D			WFO 9910000338		
11 MURAKAMI KEN JAP AGENT		AHQ	00625169				
12 NATL SECURITY ELECTRONIC SURVEIL		AHQ	0620115687				
13 NEW LEFT INFORMANT		D			DLA 370001286		

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

COBOL CODING

GPO: 1970 O-215-016

Standard Form 268 (9-78)  
U.S. Dept. of Commerce-NBS  
FIPS Pub. 44 268-101



JOB NO.	PROGRAM	SPECIAL INFORMATION & INSTRUCTIONS	PAGE CL-14 of
NAME	INSTALLATION		DATE

## HAND PRINTING GUIDE

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1 2 3 4 4.5 5 6 7 8 9 10 11 12 13 14 15 16 17 10.19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

## COBOL CODING

100-200  
GPO: 1976 O - 215-816

JOB NO.

PROGRAM

SPECIAL INFORMATION &amp; INSTRUCTIONS

PAGE  
C-15  
OF  
DATE

NAME

INSTALLATION

HAND PRINTING GUIDE

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SUBJECT OR TITLE (CAPTION)

CODE

HQ NUMBER

OFFICE OF ORIGIN NUMBER

OTHER NUMBER

CODE

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

1 PHOTOGRAPHIC SURVEILLANCE FILE D WFO 100002 653

2 P POKOY VIKTOR IVANOVICH KGB AGT D WFO 105005772064 050026238

3 POLISH EMBASSY WASH DC D WFO 10000000382

4 POLISH INTELLIGENCE ACT C-6-6358-S AHO 1050080403

5 POLISH INTELLIGENCE IN U.S. D-0 1000095368

6 POLARIS FRONT FOR LIBY OF PALESTINIAN AHO 050195428 050199000006

7 PFLP D-0 1000095368

8 PORTUGUESE GOVERNMENT MINES AHO 10000501406

9 PROKOFIEFF, SERGE RUSSIAN COMPOSER AHO 000345670 0001050002787

10 QUINTANILLA LUIS MEXICAN DIPLOMAT AHO 1000094947

11 RADAR RADAR DECEPTION AND SON IN AHO 1050079483

12 RASSADIN VIKTOR I KGB NY SEC BN AHO 1050090950

13 RECFOR5 US RE ILLEGAL ENTRY + USF

14 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

COBOL CODING

GPO: 1978 O - 315-816

Standard Form 268 (9-76)

U.S. Dept. of Commerce-NBS

FIPS Pub. 44 268-101



JOB NO.	PROGRAM	SPECIAL INFORMATION & INSTRUCTIONS
NAME	INSTALLATION	PAGE CL-16 DATE

HAND PRINTING GUIDE " \$ ( ) \* + , - ./ 0 1 2 3 4 5 6 7 8 9 . < = > A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

SUBJECT OR TITLE (CAPTION)		CODE	HQ NUMBER	OFFICE OF ORIGIN NUMBER	OTHER NUMBER	CODE	ID
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80							
1	RESCA PROGRAM UNCOV OF SOV ILLEG	AHQ	065008793094				
2	RENEWAL OF CLIENTS TECH SURVEIL 144006 00007566						
3	RELATIONSHIP BTWN RUSSIAN AM US OUTAHQ0650037939						
4	REFIRE UNDERCOVER AND DEEPCOVER						
5	REFIRE	D					
6	REFIRE						
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COBOL CODING

GPO: 1976 O-216-016

Standard Form 268 (9-76)

U.S. Dept. of Commerce-NBS

FIPS Pub. 44 268-101



JOB NO.	PROGRAM	SPECIAL INFORMATION & INSTRUCTIONS	PAGE CH-17 DATE
NAME	INSTALLATION		
HAND PRINTING GUIDE     '\$()*+,./0123456789,<=> ABCDEFGHIJKLMNOPQRSTUVWXYZ			

SUBJECT OR TITLE (CAPTION)		CODE	HQ NUMBER	OFFICE OF ORIGIN NUMBER	OTHER NUMBER	CODE	ID
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9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64
65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80
1	SCIENTISTS MARKED BY KGB AS POS ASSED				6M106500120013		
2	SCIENTISTS MARKED BY KGB AS POS ASSETSD				DLA0650001534		
3	SEARCHES OF DIPLO SHIPMTS LEAVING USAHQ01050018233						
4	SENATE JUDICIAL COMMITTEE PERS 01 AHQ0140002446						
5	SEBOLD, WILLIAM FBI CNTR INTEL ACTAHQ00650008940						
6	SIGINT COMMITTEE		AHQ0640036965				
7	SKOKAN, RONAN CZECH COMMERCIAL ATTAHQ01050049878						
8	SLAIEH, EZZAT WAHM SUREO ENTY JW E						
9	SMUGGLING OF A-BOMB OR PARTS N2 US AHQ1170000268						
10	SMYTH, JOSEPH HILTON JAP AGENT		AHQ0970000781				
11	SOVIET AGENT		AHQ0610004472		DMY0650015238		
12	SOVIET AGENT	D			DLA0650005901		
13	SOVIET ESPIONAGE IN THE US		AHQ0610003499				

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

COBOL CODING

GPO: 1970 O-215-816

Standard Form 288 (9-76)  
U.S. Dept. of Commerce-NBS  
FIPS Pub. 44 76R-101



JOB NO.	PROGRAM	SPECIAL INFORMATION & INSTRUCTIONS	PAGE				
			NAME	INSTALLATION	DATE		
HAND PRINTING GUIDE		\$ ()*+,-./0123456789;<=> ABCDEFGHIJKLMNOPQRSTUVWXYZ					
SUBJECT OR TITLE (CAPTION)		CODE	HQ NUMBER	OFFICE OF ORIGIN NUMBER	OTHER NUMBER	CODE	10
1 2 3 4 5 6 7 8 9	10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48	49 50 51 52 53 54 55 56 57 58 59 60 61	62 63 64 65 66 67 68 69 70 71 72 73 74	75 76 77 78 79 80			
1 SOVIET INTELLIGENCE SERVICES		AH006500067761					
2 SOVIET MICROPHONE INSTALL. M M US EMB		AH01050019581					
3 SOVIET RADIO STATION		AH00650047915					
4 SOVIET WAR PLANS		AH01000303044					
5 SPANISH GOVERNMENT FUNDS		AH0065003373					
10 SPANISH COURT MONEY		AH00650032573					
11 SPECIAL SUPPORT GROUP NY OFFICE		AH00670143266					
15 SOVIET DIPLOMATIC ACTIVITIES		D				WF00000016597	
17 SOBIR SOV IMMIGRANTS 2 US AS SCESA		AH01050078187				WLA1050042078	
19 STOTT, LIAISON WITH (BRITISH INTELL)		AH010000000769					
21 STEPHENSON, WILLIAM S (STOTT)		AH00650029441					
23 STEPHENSON, W S LIAS BTW BR N AM		AH00620064178					
25 STEPHENSON, W S LIAS BTW BR N AM		AH00650005081					
1 2 3 4 5 6 7 8 9 10	11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48	49 50 51 52 53 54 55 56 57 58 59 60 61	62 63 64 65 66 67 68 69 70 71 72 73 74	75 76 77 78 79 80			



JOB NO.	PROGRAM	SPECIAL INFORMATION & INSTRUCTIONS	PAGE 19 OF
NAME	INSTALLATION	DATE	

HAND PRINTING GUIDE

" \$ ( ) \* + , - / 0 1 2 3 4 5 6 7 8 9 . &lt; = &gt; A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

SUBJECT OR TITLE (CAPTION)	CODE	HQ NUMBER	OFFICE OF ORIGIN NUMBER	OTHER NUMBER	CODE	ID
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80						
1 509 1 TOPRED INFORMANT PROGRAM HQ 100045479					BLA	345603567
2						
3 STRAMENOV, KONSTANTIN SUSP KLB ALTA HQ 1050319473				LOW	1050087636	
4						
5 STRAMENOV, KONSTANTIN	D				KON	1050001594
6						
7 STRAMENOV, KONSTANTIN	D				DMV	105061952
8						
9 SHIMADA, DAIZO JAP AGENT		AHQ00650000903				
10						
11 SURVEILLANCE OF SOVIET EMBASSY W/M				WFO	1050143165	
12						
13 SURVEILLANCE TECHNOLOGY		AHQ0000000011				
14						
15 SUZUKI, T ESPIONAGE		AHQ006500000038				
16						
17 TAALMAN, ARSENE 105-00-113	E					
18						
19 TACHIBAWA, ITARY JAPANESE SPY		AHQ006500013998				
20						
21 TECH SURVEILLANCE OF JAP DIPLO ESTABA HQ 1050002634						
22						
23 TECH AND MICROPHONE SURV OF FOR DIPA HQ 1050019581						
24						
25 TERASAKI, HIDEMARU JAP AGENT		AHQ01000012928				
26						



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

COBOL CODING

GPO: 1970 O - 215-816

 Standard Form 268 (9-76)  
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 FIPS Pub. 44 268-101

JOB NO.	PROGRAM	SPECIAL INFORMATION & INSTRUCTIONS	PAGE CL 20 OF		
			DATE		
		HAND PRINTING GUIDE     '\$( )*+, -./0123456789,<=> ABCDEFGHIJKLMNOPQRSTUVWXYZ			
SUBJECT OR TITLE (CAPTION)	CODE	HQ NUMBER	OFFICE OF ORIGIN NUMBER	OTHER NUMBER	CODE ID
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36	37 38 39 40 41 42 43 44 45 46 47 48	49 50 51 52 53 54 55 56 57 58 59 60 61	62 63 64 65 66 67 68 69 70 71 72 73 74 75	76 77 78 79 80	
1 TERASAKI, HIDEKI	JAPANESE AGENT	AHQ00650003-232			
2 THOMAS, ALFRED E	JAP AGENT	AHQ00650003-208			
3 THOMSEM HANS	GERMAN DIPLOMATIC	AHQ010018488			
4 THOMSEM HANS	GERMAN DIPLO	AHQ006500036084			
5 THOMPSON, HARRY	JAP SPY IN 30s	AHQ00650000615			
10 TIKHONIROV, ALEXANDER V	105-00-136 E				
11 TISLER, FRANK T SEK		AHQ01050038959			
12 TOPKEV CPO USA INFT PRO	100-35003999A40				
13 US CHINA FRIENDSHIP ASSOCIATION		E			
14 US SOVIET RELATIONS	FBI-STATE	LAHQ0000358267			
15 US INVOLVEMENT IN DOM REPUBLIC	64	AHQ000200005014			
16 VERBER, OTTO		AHQ006500058841			
17 MISSION WORK	EURENE OREGON	B			



## COBOL CODING

GPO : 1976 O - 215-816

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JOB NO.	PROGRAM	SPECIAL INFORMATION & INSTRUCTIONS	PAGE CL-21 of
NAME	INSTALLATION		DATE
HAND PRINTING GUIDE			"\$()*+,./0123456789,<=> ABCDEFGHIJKLMNOPQRSTUVWXYZ
SUBJECT OR TITLE (CAPTION)	CODE	HQ NUMBER	OFFICE OF ORIGIN NUMBER
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61	62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	OTHER NUMBER	CODE 10
1 VISIT OF SOVIET VESSELS TO US	AHQ	0650035851	
2			
3 VISIT OF SOVIET BLOC VESSELS TO US	AHQ	050172342	
4			
5 VON SCHLEBBINGE, FRIEDERICH	AHQ	0650016273	
6			
7 VON SIATSKY, ANASTASE A RUSS FASCIST	AHQ	020008077	
8			
9 VON SIATSKY, ANASTAS E	AHQ	0650000675	
10			
11 WELDEN, PAUL A EXORTION TECH SURAHQ 0190218390			
12			
13 WWII COUNTERESPIONAGE VS GERMANY	AHQ	06500189946	
14			
15 WWII COUNTERESPIONAGE VS ITALY	AHQ	0640824372	
16			
17 WWII C E VS ITALY	AHQ	0640820251	
18			
19 WWII FBI FOREIGN FUND ACTIVITIES	AHQ	0650030919	
20			
21 WWII SOVIET FINANCE AGENCY	AHQ	0650037163	
22			
23			
24			
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## COBOL CODING

GPO : 1976 O - 215-816

Standard Form 268 (9-76)  
U.S. Dept. of Commerce-NBS  
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## COROL CODING

GPO : 1976 O - 215-810

Standard Form 268 (9-76)  
U.S. Dept. of Commerce-NBS  
FIPS Pub. 44 268-101

JOB NO.	PROGRAM	SPECIAL INFORMATION & INSTRUCTIONS	PAGE CL23
NAME	INSTALLATION		DATE
HAND PRINTING GUIDE      "\$()*,-./0123456789,<=> ABCDEFGHIJKLMNOPQRSTUVWXYZ			
SUBJECT OR TITLE (CAPTION)		CODE	10
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61	HQ NUMBER	62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	
CASTRO ACTIVITIES PRE 1959 POL. MATTIAHQ10900000012			Sub 310
2			
3	CASTRO ACTIVITIES PRE 1959 POL. MATTIAHQ10002331194		
4			
5	CASTRO ACTIVITIES PRE 1959 POL. MATTI		ONU10900000088
6			
7	CHINA FCI DAUGHTER D. WELLINGTON KOOAHQ200000000380		
8			
9	CUBAN COMMUNIST PARTY ANU06000000056		
10			
11	DIAZALE, W.M. T. INFORMED ON HUGO C. DAUZIAHQ1340013459		CL-A13400002702
12			
13	EAST GERMAN AMBASSADOR		ONU43010002748
14			
15	FUTEL SULOEV CHINESE ORGAN. WWII ANQ10000000040		ONU410000002633A
16			
17	KONALE, LEONID ATANASIEVICH Sov. SPY		ONU41050027651
18			
19	MCDOUGAL, GILBERT BILKED CUBAN GOV.		ONU196000003990NU1960000506A
20			
21	MOROCCO, UN DELEGATION UYC		ONU41050031059
22			
23	PERSONAL AND CONFIDENTIAL		ONU41000041237
24			
25	PERSONAL AND CONFIDENTIAL		41000020010163

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

COBOL CODING

GPO:1978 O-215-816

Standard Form 268 (9-76)

U.S. Dept. of Commerce-NBS

FIPS Pub. 44 268-101



JOB NO. .		PROGRAM	SPECIAL INFORMATION & INSTRUCTIONS		PAGE CL24 DATE
NAME		INSTALLATION			
HAND PRINTING GUIDE " \$ ( ) * + , - / 0 1 2 3 4 5 6 7 8 9 ; < = > A B C D E F G H I J K L M N O P Q R S T U V W X Y Z "					
SUBJECT OR TITLE (CAPTION)		CODE HQ NUMBER	OFFICE OF ORIGIN NUMBER	OTHER NUMBER	CODE ID
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48	49 50 51 52 53 54 55 56 57 58 59 60 61	62 63 64 65 66 67 68 69 70 71 72 73 74	75 76 77 78 79 80		
1 PERSONNEL AND CONFIDENTIAL		AHQ1340000098			
2 PETROVIC, RADOUR PRO-SOCCER PLAYER			ONU10600000751		
3 PETROVIC, RADOUR PRO-SOCCER PLAYER			WFO1019600000288		
4 POLAND FCI POL. DIPLO. DEFECTS		AHQ2010003580			
5 ROMANIAN UN PERSONNEL		AHQ1340010495			
6 RUSSIA FCI			ONU1050000511		
7 RUSSIA SOVIET CLEEF NO 0-1930-1932			ONU0650000003		
8 SAISTRONIDJOJO, ALI MIN. ED. INDONESIA			ONU0640000168		
9 SOVIET DIPLOMATIC COURIERS		AHQ00100000771			
10 SOVIET DIPLOMATIC COURIERS			ONU10000001173		
11 TUPANAROS, URUGUAYAN REVOLT. GROUP		AHQ10900000012			SUB 227
12 TUPANAROS, URUGUAYAN REVOLT. GROUP			ONU10900000160		
13 TURANOV, ANATOLI #1 CHESSMAN PLAYER			ONU10500044745		
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	GPO : 1970 O - 215-016	Standard Form 268 (9-78) U.S. Dept. of Commerce-NBS FIPS Pub. 44 268-101			



JOB NO.	PROGRAM	SPECIAL INFORMATION & INSTRUCTIONS
NAME	INSTALLATION	PAGE CL25 DATE

HAND PRINTING GUIDE

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SUBJECT OR TITLE (CAPTION)		CODE	HQ NUMBER	OFFICE OF ORIGIN NUMBER	OTHER NUMBER	CODE	10
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9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
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33	34	35	36	37	38	39	40
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COBOL CODING

GPO: 1970 O-415-816

Standard Form 268 (9-76)

U.S. Dept. of Commerce-NBS

FIPS Pub. 44 268-101



# Mid-Atlantic Regional Archives Conference

Delaware  
District of Columbia  
Maryland  
New Jersey

New York  
Pennsylvania  
Virginia  
West Virginia

OUTSIDE SOURCE

mid-atlantic archivist

*National Archives and Records Service*

*AB*  
D.C. Archivists  
March 6, 1985

Mr. Robert Scherrer  
Chief - Records Section  
FBI  
9th and Pennsylvania Ave., N.W.  
Washington, D.C. 20535

Dear Mr. Scherrer:

I have enclosed a copy of the flyer for the D.C. Archivists meeting on March 27, 1985 at the FBI. It will be sent to all our members and as required they will have to RSVP. So far there has been great deal of interest in the meeting and in the FBI's records and I expect a good turnout.

I want to thank you ahead of time for agreeing to speak to the D.C. Archivists and I look forward to meeting you on the 27th. If you have any questions please feel free to call me at The National Archives, 724-1426.

*JMP*  
Sincerely,

*Michele Pacifico*  
Michele F. Pacifico  
Co-Chair, D.C. Archivists

*One*  
ENCLOSURE

*no response  
no warrant*

*66-19249-354*

*16 MAR 27 1985*

*53 MAY 17 1985*

*Scherrer  
RECORDED*

# Mid-Atlantic Regional Archives Conference

Delaware  
District of Columbia  
Maryland  
New Jersey

New York  
Pennsylvania  
Virginia  
West Virginia

mid-atlantic archivist

## D.C. ARCHIVISTS MEETING

WEDNESDAY, MARCH 27, 1985 2:45 to 4:45

### RECORDS OF THE FEDERAL BUREAU OF INVESTIGATIONS

#### Speakers:

Historian-FBI, Moderator

b6  
b7C

Robert Scherrer, Chief, FBI Records Section, "The FBI Central Records System"

Bruce Ambacher, National Archives, "Appraisal of FBI Records"

"Appraisal and Social Science"

Meeting Location: FBI Headquarters

9th and Pennsylvania Ave., N.W.

Enter driveway into courtyard from either 7th or 9th Street (entrance to courtyard is in middle of block) to visitor's Entrance. Meet at Escort Desk and receive badge. You need to bring an Identification Card!!

Metro Service: Metro Center stop on the Blue and Orange Line; Archives on the Yellow Line; Gallery Place on the Red Line.

\*\*\*\*\*  
I will attend the meeting on March 27, 1985. You must RSVP for this meeting.

NAME

INSTITUTION

PHONE

Please return form by March 21 to:

The National Archives, NIR  
7th and Pennsylvania Avenue, N.W.  
Washington, D.C. 20408

66-19249-354  
(Phone: 724-1426)  
ENCLOSURE

b6  
b7C

VM  
March 11, 1985

FEDERAL GOVERNMENT

b6  
b7C

Chief, Judicial, Fiscal,  
and Social Branch  
Civil Archives Division  
National Archives and Records Service  
Washington, D.C. 20408

Dear [redacted]

Enclosed are three copies of the booklet, "Conducting Research in FBI Records." FBI-related material in the custody of your agency is discussed in Section II, "FBI Material in Other Federal Agencies."

Thank you again for your help. We hope that your staff and researchers will find this booklet useful.

Sincerely,

William M. Baker  
Assistant Director  
Office of Congressional  
and Public Affairs

V-248

Enclosures (3)

DE-220

66-9249-354X  
7 OCT 31 1985

1 - Mr. W. Baker  
1 - Mr. Monroe  
1 - [redacted]  
1 - [redacted]

b6  
b7C

Exec AD Inv.  NOTE: [redacted] FBI Historian, contacted all Federal  
Exec AD Adm.  agencies likely to have material available to researchers  
Exec AD LES  concerning the FBI. Representatives of each agency reviewed the  
Asst. Dir.  applicable portion of the booklet for accuracy. Fifteen form  
Adm. Servs.  letters have been sent.  
Crim. Inv.   
Ident.   
Intell.   
Laboratory  SRF:kb (21)  
Legal Coun.   
Plan. & Insp.  53 JAN 11 1986  
Rec. Mgt.   
Tech. Servs.   
Training   
Public Affs. Off.   
Telephone Rm.   
Director's Sec'y

MAIL ROOM  3/13/85  
SRA

FBI/DOJ

FEDERAL GOVERNMENT

March 11, 1985

W  
Mr. James Hastings  
Director  
Nixon Materials Project  
National Archives and Records Service  
Washington, D.C. 20408

Dear Mr. Hastings:

Enclosed are three copies of the booklet, "Conducting Research in FBI Records." FBI-related material in the custody of your agency is discussed in Section II, "FBI Material in Other Federal Agencies."

Thank you again for your help. We hope that your staff and researchers will find this booklet useful.

Sincerely,

William M. Baker  
Assistant Director  
Office of Congressional  
and Public Affairs

V-248  
DE-20  
Enclosures (3)

b6  
b7C

1 - Mr. W. Baker  
1 - Mr. Monroe  
1 - [redacted]  
1 - [redacted]

66-19249-354X1

7 OCT 31 1985

NOTE: [redacted] FBI Historian, contacted all Federal agencies likely to have material available to researchers concerning the FBI. Representatives of each agency reviewed the applicable portion of the booklet for accuracy. Fifteen form letters have been sent.

Exec AD Inv. \_\_\_\_\_  
Exec AD Adm. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
    Adm. Servs. \_\_\_\_\_  
    Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Insp. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

MAIL ROOM

mailed  
3-13-85  
SHP

FBI/DO

# Memorandum



To : Mr. Monroe *cm/Pack*

Date 5/28/85

From : R. W. Scherrer *Pack*

## National Archives and Records Service

Subject : DESTRUCTION OF RECORDS.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

### PURPOSE:

The purpose of this memorandum is to record the results of a request of all SACs to identify and forward certain historical case numbers to FBIHQ.

### RECOMMENDATION:

None. For record purposes.

#### APPROVED:

Director \_\_\_\_\_

Exco. AD-Adm. \_\_\_\_\_

Exco. AD-Inv. \_\_\_\_\_

Exco. AD-LES \_\_\_\_\_

Adm. Servs. \_\_\_\_\_

Crim. Inv. \_\_\_\_\_

Ident. \_\_\_\_\_

Intell. \_\_\_\_\_

Laboratory \_\_\_\_\_

Legal Coun. \_\_\_\_\_

Off. of Compt. \_\_\_\_\_

Office of the Archivist \_\_\_\_\_

Rec. Mgmt. \_\_\_\_\_

Tech. Servs. \_\_\_\_\_

Training \_\_\_\_\_

Laboratory \_\_\_\_\_

Legal Coun. \_\_\_\_\_

Off. of Compt. \_\_\_\_\_

Office of the Archivist *cm/Pack* \_\_\_\_\_

Rec. Mgmt. \_\_\_\_\_

Tech. Servs. \_\_\_\_\_

Training \_\_\_\_\_

### DETAILS:

By airtel dated 4/17/84, captioned "Destruction of Records; National Archives and Records Service (NARS); Appraisal of FBIHQ and Field Office Records," all SACs were requested to appropriately mark permanent records for eventual transfer to NARA. In addition to records identified through a review of FBIHQ cases, field offices were requested to identify permanent records maintained by the field offices and, in certain classifications, advise FBIHQ of the corresponding HQ file numbers for preservation. *66-19249*

*66-19249* NOT RECORDED

45 JUN 3 1985

The responses are filed as an enclosure to this communication and copies have been retained in the Records Disposition and Archival Subunit for action. Detroit responses, airtels 8/14, 10/25, 12/11/84 and 1/2, 3/15, 4/3, and 5/17/85, in response to Buairtel dated 3/8/84, are also enclosed.

*66-19249*  
ENCLOSURE  
Enclosures

66-3286 Sub B

1 - 66-19249

1 - Mr. Mintz (Attn: )

1 - Mr. Monroe

1 - Mr. Scherrer

1 -

1 -

JUN 13 1985

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16 MAY 30 1985

*41/1*

# Memorandum



Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
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Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Off. of Cong. & Public Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Mr. Monroe *CM/Rmk*

Date : 5/29/85

*dy*  
*pk*  
From : R. W. Scherrer *Rmk*

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

*O National Archives and Records Service*

PURPOSE:

The purpose of this memorandum is to record the results of a request of all offices to respond to FBIHQ regarding retention of historical records.

RECOMMENDATION:

None. For record purposes.

APPROVED: *CM/Rmk*  
Asst. Director \_\_\_\_\_  
Director \_\_\_\_\_  
Ex. Secy. \_\_\_\_\_  
Ex. Asst. Dir. \_\_\_\_\_  
Ex. Adm. Servs. \_\_\_\_\_  
Ex. Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Insp. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Off. of Cong. & Public Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

DETAILS:

By airtel dated 6/20/84, captioned "Destruction of Records; National Archives and Records Service (NARS); Appraisal of FBIHQ and Field Records," all SACs were requested to identify and preserve cases of historical value pursuant to instructions contained in the FBI Records Retention Plan and Disposition Schedule, and to furnish corresponding FBIHQ file numbers to cases identified in their respective offices. The files that were identified and stamped for preservation will eventually be forwarded to FBIHQ for transfer to the National Archives.

*66-19249 -*  
All offices have responded and the responses were retained and copies are filed as an enclosure to this memorandum.

NOT RECORDED  
45 JUN 3 1985

Enclosures

66-3286 Sub B

1 - 66-19249

1 - Mr. Mintz (Attn: )

1 - Mr. Monroe

1 - Mr. Scherrer

1 -

1 -

1 -

BLN/CMG:JIS (8)

b6  
b7C

*62*  
3 JUL 20 1985

*18 MAY 20 1985*

*44/Rmk*

ORIGINAL FILED IN 66-3286-B-

# Memorandum



Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. Cong. & Public Affs. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Mr. Monroe *copy to*

Date 3/14/85

From : R. W. Scherrer *Per*

Subject : DISTRICT OF COLUMBIA ARCHIVISTS  
MEETING AT FBIHQ  
3/27/85

*National Archives and Records Service*

PURPOSE:

To advise that a meeting of the District of Columbia (D.C.) Archivists will be held at FBIHQ on 3/27/85.

RECOMMENDATION:

For information.

APPROVED: Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
Director \_\_\_\_\_ Off. of Cong. & Public Affs. *WMB/8*  
Exec. AD-Adm. \_\_\_\_\_ Ident. \_\_\_\_\_ Rec. Mgmt. *copy to*  
Exec. AD-Inv. \_\_\_\_\_ Inspection \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_ Intell. \_\_\_\_\_ Training \_\_\_\_\_

DETAILS:

Several communications (attached) *detached and handled separately* have been received from the D.C. Archivists organization requesting that a meeting be held at FBIHQ on 3/27/85. The D.C. Archivists requested that a presentation on the FBI central records system be made by me and that  an official of the National Archives and Records Service, make a presentation on the "Appraisal of FBI Records." The D.C. Archivists organization is a local group of professional archivists, curators, historians, librarians and other individuals interested in the preservation and administration of historical materials. The D.C. Archivists organization hold monthly meetings in area repositories

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*JMC*

Enclosures

*66-19249-355*

66-19249  
1 - Mr. Baker (Attn: )  
1 - Mr. Mintz (Attn: )  
1 - Mr. Sharp (Attn: )  
1 - Mr. Monroe  
1 - Mr. Scherrer

1 -   
1 -   
1 -

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b7C

RWS:jlS (9)

*Per [initials]*

53 MAY 17 1985

*16 MAR 27 1985*

*Scherrer*

*TO*

*FILE*

FBI/DOJ

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DISTRICT OF COLUMBIA ARCHIVISTS  
MEETING AT FBIHQ  
3/27/85

for tours and programs. Discussions were held with [redacted]  
[redacted] Office of Congressional and Public Affairs, and it  
was agreed that the March monthly meeting of the D.C. Archivist  
organization would be held at FBIHQ on 3/27/85, in the Records  
Management Division (RMD) conference room. I will present  
an explanation of the FBI central records system utilizing  
slides and a pamphlet prepared for public distribution by  
the RMD describing the FBI central records system.

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[redacted] who participated in the appraisal of FBI records,  
will make a presentation on the "Appraisal of FBI Records."

[redacted] will make a presentation on the topic "Appraisal  
and Social Science." Access to RMD space will be limited  
to the RMD conference room, and members of the group will  
not be allowed access to restricted RMD space. Care will  
be taken not to discuss classified information or pending  
issues related to the civil matter American Friends Service  
Committee, et al. v. William H. Webster, et al.

Arrangements will be made with the Administrative  
Services Division to facilitate entrance into FBIHQ by members  
of the D.C. Archivists organization attending the March 27, 1985  
program.

AIRTEL

5/29/85

Director, FBI (66-3286 Sub B)

RJG  
All SACs

DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD RECORDS

BUDED: 7/12/85

Re Buairtels to all SACs, dated 3/8, 4/17 and 6/20/84, and Buairtel to all SACs and Legats dated 11/26/84, captioned "Destruction of Records; National Archives and Records Service (NARS); Appraisal of FBIHQ and Field Records."

ReBuairtels provided instructions for preservation of historical records that encompassed entire classifications and multisection (volume)/multiserial and exceptional categories of records and instructed that those records be identified and marked for preservation. NARA (previously NARS) has provided an additional group of exceptional cases which were previously withheld.

An attachment has been prepared for each field office to assist in preserving field office cases (including auxiliary office cases) already identified through the review of the exceptional cases maintained at FEIHQ. All offices are requested to affix the rubber stamp provided to you which reads "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES" to pertinent file covers. You are not required to conduct a further review of your files.

FBIHQ has attempted to reduce the redundancy of stamping exceptional cases previously stamped in accordance with instructions contained in reBuairtel dated 11/26/84. However, it is conceivable that file covers will carry the stamp resulting

Enclosure

- 1 - 66-19249
- 1 - Mr. Otto
- 1 - Each Assistant Director
- 1 - Mr. Scherrer
- 1 - [Redacted]
- 1 - [Redacted]

BLN/CMG: JLS (142)

05 JUL 20 1985

66-19249-

1 -	[Redacted]
1 -	Manuals Desk

NOT RECORDED  
44 JUN 25 1985

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b7C

(See NOTE page 2)

DUPLICATE YELLOW

Airtel to All SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

BUDED: 7/12/85

from the identification of entire and partial classifications and multisection/multiserial files in response to reBuairtels dated 3/8, 4/17 and 6/20/84, as well as the second stamp to note that the file also possesses exceptional significance.

All offices are requested to advise FBIHQ, Attention: Records Section, Records Management Division, Room 5657, that action has been completed by COB 7/12/85. Inquiries regarding these instructions may be directed to telephone extension 2808.

NOTE: Field offices are being requested to preserve files that are identified with the exceptional category of records which NARA has previously withheld. Offices are being provided with an attachment containing exceptional records for their respective offices for stamping and no further review is required. A deadline was established to ensure a timely response by all offices.

Mr. Monroe

5/29/85

R. W. Scherrer

*5T*  
*SPB*  
**DESTRUCTION OF RECORDS**

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)**  
**APPRaisal OF FBIHQ AND FIELD OFFICE RECORDS**

**PURPOSE:**

The purpose of this memorandum is to record the results of a request of all offices to respond to FBIHQ regarding retention of historical records.

**RECOMMENDATION:**

None. For record purposes.

**DETAILS:**

By airtel dated 6/20/84, captioned "Destruction of Records; National Archives and Records Service (NARS); Appraisal of FBIHQ and Field Records," all SACs were requested to identify and preserve cases of historical value pursuant to instructions contained in the FBI Records Retention Plan and Disposition Schedule, and to furnish corresponding FBIHQ file numbers to cases identified in their respective offices. The files that were identified and stamped for preservation will eventually be forwarded to FBIHQ for transfer to the National Archives.

All offices have responded and the responses were retained and copies are filed as an enclosure to this communication.

**Enclosures**

66-3286 Sub B

1 - 66-19249

1 - Mr. Mintz (Attn: [redacted])

1 - Mr. Monroe

1 - Mr. Scherrer

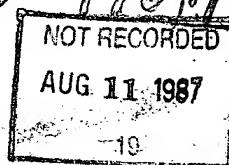
1 - [redacted]

1 - [redacted]

1 - [redacted]

BLN/CMG:jls (8)

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70



ENCLOSURE

66-19249-356

If questions, call [redacted]

National Archives  
American Psychological Assoc.  
Archives of American Art  
National Archives  
National Archives  
National Archives  
AFL-CIO Archives  
National Archives  
D.C. Office of Archives  
Corcoran Gallery of Art  
French International School  
National Archives  
Smithsonian Institution  
Library of Congress  
Library of Congress  
Smithsonian Institution  
REMAC Corporation  
Smithsonian Institution  
AFL-CIO Archives  
National Archives  
U.S. Senate  
Library of Congress  
George Mason University  
Independent Writers Union  
National Archives  
Fairfax County Archives  
Assoc. of Am. Medical Colleges  
Library of Congress  
David Taylor Research Labs  
Library of Congress  
National Archives  
National Archives  
Government Accounting Office  
National Archives  
National Archives  
National Archives  
National Archives  
National Archives  
Library of Congress  
Smithsonian Archives  
National Archives  
U.S. Catholic Conference  
Folger Shakespeare Library  
National Archives  
Library of Congress

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b7C

Arriving at 2:20; will be escorted by [redacted]

The above members of the D.C. Archivists will be attending a meeting at the FBI on March 27, 1985. The meeting is at 2:45 so they will begin arriving at approximately 2:30.

66-19249-356

VZCZCBON299 1341041

R 140625Z MAY 85

FM BONN (66-147)

TO: DIRECTOR (66-19249) ROUTINE

BT V

UNCLAS E F T O

ATTN: RECORDS MANAGEMENT DIVISION.

DISPOSITION OF LEGAT FILES AND RECORDS.

REBUCAB, MARCH 16, 1984, BONCAB, MARCH 13, 1984,  
BUCAB, MARCH 9, 1984, AND BONCAB, MARCH 8, 1984.

DUE TO URGENT NEED TO RECOVER FILE DRAWER CAPACITY,  
LEGAT, BONN AGAIN REQUESTS AUTHORIZATION TO FORWARD CERTAIN  
INACTIVE FILE HOLDINGS TO FBIHQ FOR DEAD STORAGE.

THE SECURITY SITUATION AT BONN HAS NOT CHANGED FROM THAT  
REPORTED IN BONCAB DATED APRIL 22, 1980; HOWEVER, RECORD  
HOLDINGS HAVE CONTINUED TO EXPAND AND ARE CURRENTLY UNMANAGEABLE.

REQUEST OF THE BUREAU:

PLEASE FURNISH AUTHORIZATION AND INSTRUCTIONS FOR SHIPMENT.

BT

(RH)

66-19249-351

10 JUN 4 1985

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b7C

Bureau  
to Board  
10 Jun 1985  
(RH)

10 JUN 23 1985

4-Sc

DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
COMMUNICATION MESSAGE FORM

094

PAGE 1 OF 3

DATE	CLASSIFICATION	PRECEDENCE
5/22/85	UNCLAS E F T O	ROUTINE

S\*#S0R 231408Z MAY 85

LM  
START HERE

FM DIRECTOR, FBI

TO LEGAT, BONN (66-147) ROUTINE

BT

14 UNCLAS E F T O *Director, Microfiche and Emergency Destruction System*

LEGAT FILES AND RECORDS - MICROGRAPHICS PROGRAM

12 RE BONN TELETYPE 5/14/85, ENTITLED "DISPOSITION OF LEGAT FILES AND RECORDS," AND BUAIRTEL 5/23/84, CAPTIONED AS ABOVE.

10 IN LIEU OF YOUR REQUEST FOR AUTHORITY TO FORWARD CERTAIN INACTIVE FILE HOLDINGS TO FBIHQ FOR DEAD STORAGE, CAPTIONED 8 PROGRAM WILL BE IMPLEMENTED IN LEGAT, BONN, AT THIS TIME. YOU SHOULD, THEREFORE, REVIEW REBUAIRTEL FOR DETAILED 6 INSTRUCTIONS AND GUIDELINES CONCERNING THIS PROGRAM.

4 THE MICROFICHE READER AND EMERGENCY DESTRUCTION SYSTEM 2 (TWO CARTONS) IDENTIFIED IN REBUAIRTEL WERE SHIPPED BY AIR CARGO FROM FBIHQ TO LEGAT, BONN, ON 5/23/85, VIA LUFTHANSA 2 GERMAN AIRLINES, FLIGHT NUMBER 461, WAY BILL NUMBER 50597379741, SCHEDULED TO ARRIVE BONN 5/25/85. *66-19249-358*

DO NOT TYPE MESSAGE BELOW THIS LINE

APPROVED BY	DRAFTED BY	DATE	ROOM	TELE EXT.
<i>John</i>	<i>13 T.B.D.:mfh</i>	5/22/85	5640	<input type="text"/>

- 1 - Mr. O'Malley (Attn: )
- 1 - Mr. Monroe
- 1 -
- 1 -
- 1 -

10 JUN 4 1985

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DO NOT FILE WITHOUT COMMUNICATIONS STAMP

FBI/DOJ

DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
COMMUNICATIONS MESSAGE FORM

PAGE 2

CONTINUATION SHEET

PAGE TWO DE HQ 0094 UNCLAS E F T O  
THE ELECTRICAL CONFIGURATION OF THE MICROFICHE READER  
IS DESIGNED TO OPERATE ON THE POWER SUPPLY AVAILABLE IN THE  
LEGAT, BONN, OFFICE SPACE WHICH IS RATED 220 VOLTS OF ALTERNATING  
CURRENT (VAC). NO ATTEMPT SHOULD BE MADE TO OPERATE THE  
EQUIPMENT FROM A 110 OR OTHER VAC ELECTRICAL OUTLET.

UPON RECEIPT OF THE AFOREMENTIONED ITEMS, NOTIFY FBIHQ  
BY TELETYPE AS INSTRUCTED IN REBUAIRTEL AND CLOSELY ADHERE  
TO OTHER INSTRUCTIONS AND GUIDELINES CONTAINED THEREIN CONCERNING  
INVENTORY, PACKAGING AND SHIPMENT TO FBIHQ FOR CONVERSION  
TO MICROFICHE THOSE INVESTIGATIVE FILES WHICH HAVE BEEN CLOSED  
MORE THAN 90 DAYS, BUT LESS THAN 5 YEARS. LIKEWISE, AND IN  
ACCORDANCE WITH INSTRUCTIONS CONTAINED IN REBUAIRTEL, YOU  
SHOULD SEPARATELY INVENTORY, PACKAGE AND SHIP TO FBIHQ FOR  
STORAGE THOSE INVESTIGATIVE FILES THAT HAVE BEEN IN A CLOSED  
STATUS IN EXCESS OF FIVE YEARS.

ANY QUESTIONS CONCERNING THE MICROGRAPHICS PROGRAM OR  
MICROGRAPHIC EQUIPMENT AND EMERGENCY DESTRUCTION SYSTEM MAY BE  
DIRECTED TO FBIHQ, ATTENTION: RECORDS MANAGEMENT DIVISION, REC-  
ORDS SECTION, RECORDS RESEARCH UNIT, ROOM 5640, EXTENSION

BT

b2

DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
COMMUNICATIONS MESSAGE FORM

PAGE 3

CONTINUATION SHEET

20  
18  
16  
14  
12  
10  
8  
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4  
2

NOTE: Based on Bonn teletype 5/14/85, entitled "Disposition of Legat Files and Records," and Buairtel, 5/23/84, captioned as above, informing all Legats of the Legat micrographics program and providing specific guidelines and instruction for implementation of same.

**AIRTEL**

7/9/85

Director, FBI (66-3286 Sub B)

## PERSONAL ATTENTION

All SACs

## DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

## APPRAISAL OF FBIHQ AND FIELD RECORDS

BUDED: 8/16/85

ReBuairtel to all SACs, dated 5/29/85, captioned  
as above.

ReBuairtel provided instructions for preservation of exceptional cases (including auxiliary office cases) maintained in field offices, as identified through review of cases maintained at FBIHQ which NARA has evaluated as exceptional.

An attachment has been prepared for each field office, and you are requested to affix the rubber stamp "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," to file covers of cases listed on your attachment. You are not required to conduct a further review of your files. Again, it is unnecessary to affix the stamp to a file which has previously been identified as exceptional, and FBIHQ has attempted to eliminate repetition by excluding duplicate exceptional cases.

All offices are requested to advise FBIHQ, Attention: Records Section, Records Management Division, Room 5935, that action has been completed by COB 8/16/85. You are reminded that no record destruction will be authorized until permanent records are identified and the litigation program is current and files appropriately stamped to avoid inadvertent destruction.

Enclosure

① - 66-19249  
1 - Mr. Otto  
1 - Each Assistant Director  
1 - Mr. Scherrer  
1 - [redacted]  
CMG:JIS (141)

b6  
b7c

DUPPLICATE YELLOW

71 JUL 27 1985

-41 first

Airtel to All SACs

RE: DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD RECORDS

BUDED: 8/16/85

NOTE: Field offices are being requested to preserve files that were identified by NARA as exceptional. Offices are being provided with an attachment containing exceptional records for their respective offices for stamping and no further review is required. A deadline was established to ensure a timely response by all offices.

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Monroe *enr/*

FROM : R. W. Scherrer *RS*

SUBJECT: *B* RELATIONS WITH THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA); REQUEST TO INCLUDE DATA FROM FBI RECORDS SCHEDULES (SF-115s) IN THE MACHINE-READABLE CATALOGUE (MARC) AND THE RESEARCH LIBRARIES INFORMATION NETWORK (RLIN)

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

DATE: 4/30/85

Exec AD Inv. \_\_\_\_\_  
Exec AD Adm. \_\_\_\_\_  
Exec AD-ES \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory *Jan* \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Insp. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

PURPOSE:

To advise of a request from the NARA that the FBI permit the incorporation of FBI records schedules (SF-115s) in the MARC and RLIN.

RECOMMENDATION:

That the Legal Counsel Division review this matter and provide the Records Management Division (RMD) with appropriate comments.

APPROVED: *Rob*  
Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Techn. Coun. \_\_\_\_\_  
Director \_\_\_\_\_ Crim. Inv. \_\_\_\_\_  
Exec. Adm. \_\_\_\_\_ Lab. \_\_\_\_\_ *cm/s*  
Exec. AD-ES \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
Exec. AD-LIS \_\_\_\_\_ Training \_\_\_\_\_

DETAILS:

Attached is a copy of a self-explanatory letter to Section Chief Robert W. Scherrer, Records Section, RMD, from George N. Scaboo, Deputy Archivist of the United States, which is dated 12/17/84. This letter was delivered to FBIHQ on 4/29/85, by [redacted] an official with NARA. [redacted] noted that the letter, dated 12/17/84, had inadvertently not been sent and was found during a review of material retained by Mr. Scaboo, supra, who retired from the NARA on 4/1/85. [redacted] noted that the NARA still desired the FBI to participate in the MARC and RLIN and requested that appropriate consideration to the NARA request be given.

*66-19249-359* *5/22/85*  
The purpose of including FBI records schedules (SF-115s) is to assist the NARA for future automated systems and formats involving records schedules from various Federal agencies

Enclosure - *detached + handled separately*  
66-19249  
1 - Mr. Monroe  
1 - Mr. Mintz (Attn: [redacted])  
1 - Mr. G. N. Christensen  
1 - Mr. Scherrer  
1 - [redacted]  
1 - [redacted]

RWS:cak (7) *201985*

*RECORDED R. W. SCHERRER*  
*CHIEF RECORDS SECTION*  
*5/15/85*  
*(RWS/cak)*  
SEE LCD ADDENDUM PAGE 4

b6  
b7C

(CONTINUED-OVER)

b6  
b7C

Memorandum R. W. Scherrer to Mr. Monroe  
Re: Relations With The National Archives and Records  
Administration (NARA); Request To Include Data From FBI  
Records Schedules (SF-115s) In The Machine-Readable  
Catalogue (MARC) and The Research Libraries Information  
Network (RLIN)

submitted to the NARA. NARA desires to develop information regarding the steps required to track Federal records through their life cycle and to test the capabilities of the MARC, which was designed by the Library of Congress, to meet NARA information exchange needs and the desirability of incorporating NARA data in a national data base. NARA indicated that records schedules from various Federal agencies would be chosen and bibliographic and administrative information concerning them would be entered into an on-line data base of the RLIN. The NARA pointed out that FBI records schedules would be a desirable choice for inclusion in this project on a test basis. The NARA pointed out that the comprehensive Records Retention Plan and Disposition Schedule (hereafter referred to as the Plan and Schedule) developed by the NARA and the FBI and incorporated into an SF-115 and submitted to the U. S. District Court (USDC), Washington, D. C., on 11/9/81, the planned accession of FBI record material to the National Archives in 1985, in addition to the FBI's plan to develop automated systems for internal records control, suggests the appropriateness of the inclusion of FBI records schedules in this project.

According to the NARA, the MARC format consists of two distinct segments, a bibliographic segment and a process control segment. The former segment contains information such as record titles and a general description that are found in the agency's records schedules (SF-115s) and internal NARA descriptive systems. The NARA noted that this portion of the records schedules would be accessible to the public through the RLIN. The process control segment cites actions taken on or to the agency records, such as transfer to the Federal Records Center, accessioning to the National Archives, preserved on microform, etc. and will be accessible only by authorized NARA personnel. The NARA desires to place FBI records schedules (SF-115s), which are already in the public domain, on-line in the RLIN. The NARA noted that this may generate more research interest by the public in the records schedules and more questions regarding disposition decisions would surface but the burden of response to the public will be the exclusive responsibility of the NARA. The NARA pointed out that the impact of this process on the FBI would be minimal. The NARA offered to provide the Bureau with the test results and to give us the opportunity to review the reports and other products generated during the project.

Mememorandum R. W. Scherrer to Mr. Monroe  
Re: Relations With The National Archives and Records  
Administration (NARA); Request To Include Data From FBI  
Records Schedules (SF-115s) In The Machine-Readable  
Catalogue (MARC) and The Research Libraries Information  
Network (RLIN)

To assist the FBI in considering the foregoing, [redacted] noted that effective 4/1/85, the NARA was created as an independent agency in the Executive Branch. Previously the NARA was known as the National Archives and Records Service (NARS) which was under the direction and control of the General Services Administration. [redacted] pointed out that concurrent with the creation of the NARA, effective 4/1/85, all agency SF-115s will be published in the "Federal Register" for public comment as a result of amendment to 44, U. S. Code, Section 3303(a), as contained in Public Law 98-497. [redacted] noted the SF-115 covering the Plan and Schedule filed in USDC on 11/9/81, was already in the public domain.

The RMD believes that the FBI should participate in this program pursuant to the NARA request. However it is believed that the Legal Counsel Division should review this matter and provide the RMD with appropriate comments. All questions concerning this matter may be referred to Section Chief Robert W. Scherrer, extension [redacted]

b2

Memorandum from Mr. R.W. SCHERRER, Records Management Division (RMD) to Assistant Director, RMD  
dated: 4/30/85

RE: RELATIONS WITH THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA); REQUEST TO INCLUDE DATA FROM FBI RECORDS SCHEDULES (SF-115s) IN THE MACHINE-READABLE CATALOGUE (MARC) AND THE RESEARCH LIBRARIES INFORMATION NETWORK (RLIN)

ADDENDUM: LEGAL COUNSEL DIVISION (LCD) RJD:bjb 5/9/85

LCD has reviewed the attached memorandum and its enclosure. The materials which will be utilized in the proposed computer programs by the National Archives and Records Administration (NARA) are either records already in the public domain (Federal Register) or are subject to eventual access by the public. In addition, plaintiffs' counsel in American Friends Service Committee, et al. v. William H. Webster, et al., (U.S.D.C. D.D.C.), Civil Action No. 79-1655, is already in possession of the subject records schedules (SF-115s).

The records at issue will be used for scholarly research and will be available at libraries. In addition, the SF-115s are reviewed to protect the privacy interests of individuals whose names may appear on SF-115s.

LCD concurs with RMD in the FBI's participation in both MARC and RLIN as long as the appropriate personnel in RMD and LCD can review these programs prior to their going "on line".

*B*

APPROVED:	Adm. Servs.	Laboratory
Director	Crim. Inv.	Legal Coun.
Exec. AD-Adm.	Ident.	Off. of Cong.
Exec. AD-Inv	Inspection	& Public Affs.
Exec. AD-LEG	Intell.	Rec. Mgmt.
		Tech. Servs.
		Training

*[Signatures]*

May 15, 1985

FEDERAL GOVERNMENT

Archival Research and Evaluation Staff/  
14N  
National Archives and Records Administration  
Washington, D. C. 20408

b6  
b7C

Dear [redacted]

Reference is made to George Scaboo's letter, dated December 17, 1984. Inasmuch as George has retired, I thought I would direct my response to you.

The Records Management Division consulted with the Legal Counsel Division concerning the request set forth in George's letter. The FBI agrees to participate in the Machine-Readable Catalogue and the Research Libraries Information Network test project. We would appreciate the opportunity to review the test results and the reports and other products generated as a result of this project.

Please do not hesitate to call me should you have any questions.

Sincerely,

66-19249-360

Robert W. Scherrer  
Section Chief  
Records Section 4 MAY 17 1985  
Records Management Division

MAILED 6  
MAY 15 1985

FBI

Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. Cong. & \_\_\_\_\_  
Public Affs. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

NOTE: Refer to R. W. Scherrer memorandum to Mr. Monroe, dated 4/30/85, captioned "RELATIONS WITH THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA); REQUEST TO INCLUDE DATA FROM FBI RECORDS SCHEDULES (SF-115s) IN THE MACHINE-READABLE CATALOGUE (MARC) AND THE RESEARCH LIBRARIES INFORMATION NETWORK (RLIN)," and Legal Counsel Division addendum for additional details.

66-19249

1 - Mr. Mintz (Attn: [redacted])  
1 - Mr. Monroe  
1 - Mr. Scherrer

1 - [redacted]

MAIL  
RWS:cak (7)

APPROVED:

Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. Cong. & \_\_\_\_\_  
Public Affs. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Intell. \_\_\_\_\_  
MAIL  
RWS:cak (7)

21 1985

1 2

9/23/81

UNCLAS E F T O

ROUTINE

gb  
FM DIRECTOR FBI

TO FBI, ATLANTA (1968-1082) ROUTINE

BT

UNCLAS E F T O

*National Archives and  
Records Service*

DBA NATIONAL ENERGY SALES CORP., AL-

PHARETTA, GA; [REDACTED] DBA TOTAL ENERGY MANAGEMENT

b6  
b7C

CORP., NORCROSS, GA., (TEMCO); ITSP; MF; SECURITY'S FRAUDS OO:AT  
REURTEL 9/21/81.

THE NATIONAL ARCHIVES AND RECORDS SERVICE (NARS) HAS BEEN  
REQUESTED TO ASSIGN AN ARCHIVIST TO REVIEW MATERIAL DESCRIBED IN  
RETEL AND OTHER DOCUMENTARY EVIDENCE CONTAINED IN YOU OFFICE'S  
RECORDS HOLDINGS, WHICH THE OWNER OR CONTRIBUTOR HAS REQUESTED  
BE RETURNED. HOWEVER, DUE TO SEVERE BUDGETARY CONSTRAINTS AND  
THE COMMITMENT OF NARS PERSONNEL TO DEVELOP A RETENTION PLAN FOR  
FBI RECORDS, IT IS DOUBTFUL THAT NARS WILL BE ABLE TO ASSIGN AN  
ARCHIVIST TO TRAVEL TO YOU OFFICE. AS AN ALTERNATIVE, IT IS

b2

RWS:evp

9/23/81

5644

[REDACTED]

1 - 66-19249  
1 - MR. MONROE  
1 - MR. MINTZ (ATTN: [REDACTED])  
1 - MR. FINZEL  
1 - [REDACTED]  
1 - [REDACTED]

66-19249-  
NOT RECORDED

16 SEP 30 1980

b6  
b7C

ORIGINAL FILED IN

9/23/81  
[Signature]

DEC 22 1981

DUPPLICATED

1 1  
1/4/82

UNCLAS E F T O

ROUTINE

FM DIRECTOR FBI

TO FBI ATLANTA (298-35003)

BT

UNCLAS E F T O

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b7C

[REDACTED] DBA ENERGY SYSTEMS SALES CORPORATION BF&E

OO:ATLANTA

National Archives and *Rec'd 4/1/82*

REURAIRTEL 12/21/81.

*Service*

AUTHORITY IS GRANTED TO RETURN DOCUMENTARY EVIDENCE

DESCRIBED IN REAIRTEL TO CAPTIONED SUBJECT, PROVIDED APPROPRIATE COPIES ARE MADE AND RETAINED IN YOUR OFFICE'S CASE FILE ON CAPTIONED. YOU SHOULD ALSO OBTAIN AN APPROPRIATE RECEIPT.

BT

|

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RWS:evp

1/4/82

5644

[REDACTED]

① - 66-19249  
1 - MR. MONROE  
1 - MR. MINTZ (ATTN: [REDACTED])  
1 - AD, RECORDS MANAGEMENT DIVISION  
1 - [REDACTED]  
1 - [REDACTED]

b6

b7C

*66-19249-*  
NOT RECORDED  
5 JAN 26 1982

ORIGINAL FILED IN

*Get, S.A.*  
MAR 20 1982 DK

2

NOTE: IN RESPONSE TO RE AT AIRTEL.

1 1

1/11/82

UNCLAS E F T O

ROUTINE

FM DIRECTOR FBI

TO FBI CINCINNATI {183D-364} ROUTINE

BT

UNCLAS E F T O

*Central Archives* *RETEL 12/16/81*  
[REDACTED] ET AL: SUMMIT TRAINING SYSTEMS, INC.,

b6  
b7C

CINCINNATI, OHIO; FBW; MF; OO: CINCINNATI

REURTEL 12/16/81.

THE ONLY METHOD TO RETURN DOCUMENTARY EVIDENCE DESCRIBED IN RETEL DIRECTLY TO THE OWNERS WOULD BE FOR YOUR OFFICE TO DUPLICATE THESE RECORDS AND RETAIN A COPY OF SAME IN YOUR OFFICE'S FILE ON CAPTIONED. YOU SHOULD ALSO SECURE A RECEIPT TO DOCUMENT THE RETURN OF THIS EVIDENCE.

BT

1

*66-19249-*

RWS:evp

1/11/82

5644

[REDACTED]

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- ① - 66-19249
- 1 - MR. MONROE
- 1 - MR. MINTZ {ATTN: [REDACTED]}
- 1 - AD, RECORDS MANAGEMENT DIVISION
- 1 - MR. SCHERRER
- 1 - [REDACTED]

b6  
b7C

NOT RECORDED

34 FEB 4 1982

ORIGINAL FILED IN [REDACTED]

*1/13/82*  
*1982 MYS*

NOTE: IN RESPONSE TO RECITEL.

1 1

6/10/82

UNCLAS E F T O

ROUTINE

RE

FM DIRECTOR FBI

TO FBI LOS ANGELES {28D-8082} ROUTINE

ATTENTION: SUPERVISOR [REDACTED]

b6  
b7C

BT

UNCLAS E F T O

HOME VIDEO CENTER, 6907 WARNER AVENUE, HUNTINGTON BEACH,  
CALIFORNIA; COPYRIGHT MATTERS.

REURAIRTEL 2/26/82 AND BUAIRTEL 4/1/82, CAPTIONED AS ABOVE.

THE NATIONAL ARCHIVES AND RECORDS SERVICES{NARS} PLANS TO  
DISPATCH [REDACTED] CHIEF, ARCHIVES BRANCH, FEDERAL  
ARCHIVES AND RECORDS CENTER, LAGUNA NIGUEL, CALIFORNIA, TO THE  
LOS ANGELES FBI OFFICE DURING THE WEEK OF 6/14/82 TO REVIEW  
EVIDENCE IN CAPTIONED MATTER. [REDACTED] WILL TELEPHONICALLY  
CONTACT SUPERVISOR [REDACTED] TO ARRANGE THE VISIT.

ORIGINAL FILED IN 28-15013

b6  
b7C

YOU SHOULD INSURE THAT THE CASE AGENT IS AVAILABLE TO  
CONFER WITH [REDACTED]

66-19249-

TBD:evm

6/10/82

5644

[REDACTED] b2

- 1 - 66-19249
- 1 - MR. REVELL
- 1 - MR. MINTZ {ATTN: [REDACTED]}
- 1 - MR. MONROE
- 1 - [REDACTED]
- 1 - [REDACTED]

b6  
b7C

NOT RECORDED  
23 JUN 14 1982

DUPPLICATE YELLOW

IEP 9 1982

BT

3

NOTE: BASED ON LA AIRTEL 2/26/82 AND BUAIRTEL 4/1/82 CAPTIONED  
AS ABOVE.

FBI

## TRANSMIT VIA:

Teletype  
 Facsimile  
 Airtel

## PRECEDENCE:

Immediate  
 Priority  
 Routine

## CLASSIFICATION:

TOP SECRET  
 SECRET  
 CONFIDENTIAL  
 UNCLAS E F T O  
 UNCLAS

Date 6/14/82

TO: DIRECTOR, FBI  
 ATTENTION: (1) ROBERT W. SCHERRER, RECORDS SYSTEMS SECTION, RECORDS MANAGEMENT DIVISION  
 (2) ROOM 6289 FIELD COORDINATION AND APPEALS UNIT, FOIPA BRANCH

FROM: ACTING SAC, JACKSON (190-189) (C)

SUBJECT:  FOIPA REQUEST

b6  
b7C

Re: Jackson FD-417 dated 6/9/82 and Jackson telephone call with Unit Chief  6/11/82.

Enclosed for FOIPA Branch is one copy of requester's letter of 6/3/81 and Jackson's letter to requester dated 6/14/82.

For information of Records Systems Section, requester made captioned request in May, 1982, and at that time provided a fingerprint card to assist in locating the requested records. She has now requested the fingerprint card be returned to her. Pursuant to referenced telephone call, the fingerprint card has been returned. A xerox copy of the card will be maintained in the case file.

66-19249  
 NOT RECORDED  
 18 JUL 14 1982

(4) - Bureau (1-Robert W. Sherrer)  
 (1-Room 6289, FOIPA Branch)  
 2 - Jackson (190-189)  
 JAW/cfb  
 (6)

Approved: 37 Transmitted \_\_\_\_\_ Per \_\_\_\_\_

APR 5 1983 ADA

CARBON COPY

AIRTEL

7/12/85

Director, FBI (66-3286 Sub B)

All Legats

DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 8/16/85

ReBuairtel to All SACs and Legats dated 11/26/84,  
captioned "Destruction of Records, National Archives and Records  
Service (NARS), Appraisal of FBIHQ and Field Records."

ReBuairtel provided instructions for stamping and  
preserving historical cases in the exceptional category for  
eventual transfer to the National Archives. A listing of  
pertinent Legat file numbers was furnished for stamping and  
retention.

FBIHQ has received additional case numbers identified  
by NARA (formerly NARS) as possessing exceptional historical  
value and, through the review of Headquarters files, corresponding  
Legat file numbers were determined. The cases are listed  
hereafter, by office, and the file covers should be affixed  
with the rubber stamp, "X, DO NOT DESTROY, HISTORICAL VALUE,  
NATIONAL ARCHIVES," previously provided to you. Legat cases  
which are maintained at FBIHQ have been appropriately stamped  
and are identified in the listing by (\*); Legat exceptional  
files which were previously handled have reappeared during  
the current review and are identified by (\*\*). No further  
action is required for these cases; however, they are being  
included for record purposes.

① - 66-19249  
1 - Mr. Otto  
1 - Each Assistant Director  
1 - Mr. Scherrer  
1 -   
1 -

1 -   
1 -   
1 -   
1 - Manuals Desk  
1 - Foreign Liaison

CMG:jls (50)

b6  
b7C

(See NOTE page 5)

66-19249  
DUPLICATE YELLOW

NOT RECORDED  
16 AUG 1 1985

1 OCT 10 1985

ORIGINAL FILED IN

Airtel to All Legats

RE: DESTRUCTION OF RECORDS;

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

BUDED: 8/16/85

Beirut	88-1	
Bern	42-5	*100-1226
	62-154	*163-2441
	65-57	**175-9
	*100-465	196-47
	*100-1176	199-80
Bogota	80-74	
Bonn	9-43	100-1449
	40-19	100-1537
	42-89	105-4566
	65-191	157-197
	88-67	*163-5057
	88-136	**175-11
	88-142	175-16
	100-254	176-1
	100-1111	176-4
	100-1278	176-5
Buenos Aires	13-11	*163-804
	40-1	*176-1
	88-34	201-80
	100-187	
Caracas	87-95	*100-21
	88-28	*105-154
	*91-8	176-2
	*100-17	
Copenhagen	62-5	
Havana	42-67	
	105-395	
Heidelberg	100-333	
Hong Kong	91-5	*175-13
	*105-7784	*175-14
	105-12126	
La Paz	65-38	
	105-4427	
	176-2	

Airtel to All Legats

RE: DESTRUCTION OF RECORDS;

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

BUDED: 8/16/85

London	39-31	100-4012
	42-49	*100-4331
	65-595	100-4583
	65-600	100-5025
	*65-675	105-2139
	88-118	*105-3407
	88-120	105-5968
	100-5	105-7260
	100-400	105-7777
	100-513	157-130
	100-754	*163-4943
	100-2101	185-5
	100-3459	199-105
	100-3939	199-181
Madrid	65-204	100-56
	88-29	105-271
	88-37	105-335
	88-38	163-335
Managua	88-37	
Manila	40-4	*157-12
	47-4	*175-15
	91-7	176-1
Mexico City	42-1037	100-2629
	47-5	*100-2771
	64-83	*100-2987
	65-15	100-3653
	65-22	100-11485
	74-1	*105-189
	*88-966	105-848
	91-159	*105-4494
	100-116	105-6561
	100-330	*105-7826
	*100-1316	*175-20
	100-1709	
Montevideo	109-203	

Airtel to All Legats

RE: DESTRUCTION OF RECORDS;

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

BUDED: 8/16/85

Ottawa	65-13	*105-3714
	65-282	*105-4168
	65-514	115-24
	*91-176	157-21
	100-1115	*157-167
	100-1438	174-69
	100-1484	175-24
	*100-1684	175-33
	100-1755	176-11
	100-1768	176-15
	*100-1866	176-16
	*100-1964	199-100
	*105-2107	
Panama	100-56	
	175-1	
Paris	40-1140	100-2403
	42-24	100-2489
	42-33	100-2632
	65-213	100-2661
	65-384	100-2695
	65-681	105-347
	74-5	105-934
	88-272	105-4960
	88-274	105-5798
	88-275	163-3098
	100-697	174-18
	100-1871	199-52
Rio De Janeiro	42-10	
	45-3	
	100-52	
Rome	62-377	100-1701
	65-160	100-1802
	88-65	100-1877
	88-66	100-1878
	88-86	105-2046
	88-93	105-4569
	91-13	*175-9
	92-122	199-101
	100-987	

Airtel to All Legats

RE: DESTRUCTION OF RECORDS;

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

BUDED: 8/16/85

Santiago	1-117	9-130
	1-178	9-1119
	1-201	65-27
	9-51	

Singapore	157-3
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Tokyo	47-17	100-373
	65-17	100-819
	65-111	105-751
	65-180	105-1155
	100-236	211-2

Legats are requested to advise FBIHQ, Attention: Records Section, Records Management Division, Room 5935, that action has been completed by COB 8/16/85. You are reminded that no record destruction will be authorized until historical records are identified and the litigation program is current and files appropriately stamped to avoid inadvertent destruction.

NOTE: Legats are being requested to apply appropriate stamp to preserve files that were identified by NARA as exceptional. A listing of exceptional Legat cases, determined through the review of FBIHQ records, is being provided. A deadline was established to ensure a timely response by all offices.

# Memorandum



Exec AD Inv. \_\_\_\_\_  
Exec AD Adm. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
    Adm. Servs. \_\_\_\_\_  
    Crim. Inv. \_\_\_\_\_  
    Ident. \_\_\_\_\_  
    Intell. \_\_\_\_\_  
    Laboratory \_\_\_\_\_  
    Legal Coun. \_\_\_\_\_  
    Plan. & Insp. \_\_\_\_\_  
    Rec. Mgmt. \_\_\_\_\_  
    Tech. Servs. \_\_\_\_\_  
    Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Robert P. Finzel

Date 9/18/81

From [redacted]

*U/WPS*  
*National Archives and Records*  
*Service*

Subject : PENDING HEARING ON FBI'S RECORD DESTRUCTION AND RETENTION PLAN

PURPOSE: To advise the Records Management Division of a pending hearing scheduled for October 5, 1981, concerning the retention of internal security and loyalty investigation files from prior years.

b6  
b7C

DETAILS: On September 17, 1981, [redacted] Counsel, Subcommittee on Security and Terrorism, United States Senate Judiciary Committee, telephonically contacted the Congressional Affairs Unit (CAU) and advised that the Subcommittee intended to hold a hearing on October 5, 1981, dealing with the executive branch destruction or retention of certain records relating to internal security files and loyalty oath programs of prior years.

[redacted] related that representatives of the FBI, Office of Personnel Management and the National Archives would be asked to testify regarding current plans to destroy or maintain records and files concerning existing government personnel records maintained by OPM, and corresponding files in the possession of the FBI, that included allegations and investigations of subversive activities or failure to comply with former loyalty oath requirements.

*66-79249-*  
NOT RECORDED  
32 JAN 18 1982

1 - Mr. Finzel  
1 - Mr. T. Bresson  
1 - Mr. Mintz  
1 - Mr. Young  
1 - [redacted]

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b7C

TPM:les (90)

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*15 NOV 17 1981*

ORIGINAL FILED IN

Memorandum to Robert P. Finzel from R. S. Young  
RE: PENDING HEARING ON FBI'S RECORD DESTRUCTION AND  
RETENTION PLAN

The Subcommittee is interested in assuring that these internal security files are not totally purged by the FBI, OPM and the Archivist. The Committee is interested in determining whether or not these records and files, categorized as internal security files, have both historical and intrinsic value in terms of current internal security effort.

A letter will be forwarded to the Director in the near future extending an invitation for the FBI to provide testimony at the hearing.

The Subcommittee has been fully apprised of the current civil action, American Friends Service Committee, et al. v. William H. Webster, et al., and the court's order prohibiting the destruction of FBI records pending formulation and approval by the Court of a record retention plan. The Subcommittee will expect a status report on the litigation and any approved policy decisions relating to the creation, maintenance and disposal of records.

CAU will coordinate preparation for the hearing with Division 4, and arrange an informal work meeting with the Subcommittee representatives prior to the hearing.

RECOMMENDATION:

That the Records Management Division upon receipt of request to testify, notify the CAU in order to make final preparations for the hearing.

APPROVED:	Adm. Servs.	Laboratory
Director	Crim. Inv.	Legal Coun.
Exec. AD-Adm.	Ident.	Off. of Cong.
Exec. AD-Inv.	Inspection	Public Affs.
Exec. AD-LES	Intell.	Rec. Mgmt.
		Tech. Servs.
		Training

*Y/more*

# Memorandum



Exec AD Inv. \_\_\_\_\_  
Exec AD Adm. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
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Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : M. Young

Date 10/1/81

From : D. L. Divan

Subject : WORD PROCESSING (WP)  
FBIHQ WP STUDY SUMMARIZATION

Morris  
1334

PURPOSE: To set forth details of the observation of the Office of Congressional and Public Affairs (OCPA) resulting from the FBIHQ word processing (WP) study conducted from February, 1979, to April, 1980, by the National Archives and Records Service (NARS).

SYNOPSIS: As a result of an extensive WP study conducted by NARS with the cooperation of the FBI's Technical Services Division (TSD), several recommendations regarding the most efficient and productive use of FBI personnel as well as FBI WP equipment were proposed. Objections to these recommendations were raised and discussed at the EAD conference in August, 1981. (See the Bayse to Colwell memorandum, 9/9/81.)

In accordance with the recommendations contained in the referenced memorandum, OCPA reviewed the study's proposals and prepared an appropriate response. (See Young to Colwell memorandum, 9/21/81.) *detached & handled separately*

RECOMMENDATION: None. For information.

DETAILS: Technical Services Division (TSD), representatives from each FBIHQ Division, and NARS conducted an exhaustive study of FBIHQ WP requirements between February, 1979, and April, 1980.

The recommendations resulting from this study were to implement centralized typing at the Divisional level ("clusters"), using shared WP equipment; and to increase the use of machine dictation as a more cost effective method of completing the product.

The study concluded that implementation of support typing clusters within each division would produce a personnel savings of over \$400,000. Additional benefits would include an increase in individual employee productivity due to job specialization, a balanced workload distribution, greater flexibility in providing support services and the ability to compensate for vacancies and

Enclosures (2)

1 - M. Young

1 - [redacted]

1 - [redacted]

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Enclosures (2)

Enclosures (2)

Enclosures (2)

(CONTINUED-OVER)

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FILE

Memorandum from Mr. Divan to Mr. Young  
Re: Word Processing (WP)  
FBIHQ WP Study Summarization

employee absences. Also, shared WP resources would reduce the problem of under-utilization of equipment, thereby reducing equipment costs.

On August 6, 1981, the results of this study were discussed at the EAD's conference, in which several objections to the proposed recommendations were raised. These objections, as well as the TSD responses, are as follows:

1. The workload measurements taken in April, 1979, are not reliable.

Response: Detailed quality assurance procedures were used successfully during the study. (TSD elaboration of this response is included on page six of the Bayse to Colwell memorandum, 9/9/81.)

2. The workload is now substantially (on the order 50% - 100%) higher and more complex than it was in 1979, and many more organizations now exist, therefore, the projections formulated as a result of the study are no longer valid.

Response: TSD has performed a cursory evaluation relative to this contingency and has found that only minor readjustments are required. (TSD elaboration of this response is included on page seven of the Bayse to Colwell memorandum, 9/9/81.)

3. The FBI's unique and special requirements make the Bureau unsuitable for centralized administrative and typing support.

Response: TSD has performed two in-depth WP studies within field offices, which illustrate conclusively that the FBI is highly suitable for centralized support. (TSD elaboration of this response is included on pages seven and eight of the Bayse to Colwell memorandum, 9/9/81.)

4. FBIHQ managers will lose secretarial support and effective control of the document origination process.

Response: The TRC rejected the administrative (office) support proposals of the FBIHQ WP Study. (TSD elabora-

(CONTINUED-OVER)

Memorandum from Mr. Divan to Mr. Young  
Re: Word Processing (WP)  
FBIHQ WP Study Summarization

tion of this response is included on page eight of the Bayse to Colwell memorandum, 9/9/81.)

5. FBIHQ organizations will lose existing WP equipment (WPE) regardless of outcome of pilot project.

Response: The FBI owns most of its existing WPE and it is highly unlikely any will be lost. (TSD elaboration of this response is included on page eight of the Bayse to Colwell memorandum, 9/9/81.)

6. The recommendation to implement WP clusters (WPCs) in FBIHQ Divisions is a throwback to "Old Bureau Steno-pools", which do not work.

Response: A) There are many reasons why this analogy is inappropriate. The most significant of these are that the requirements were improperly defined and human factors were largely ignored under the steno pool concept.

B) The transition to more efficient modes of operation within the office is essential to effectively implementing office automation, or "the office of the future" concepts, which are being mandated and developed within the FBI. (TSD elaboration of this response is included on page nine of the Bayse to Colwell memorandum, 9/9/81.)

7. The WP Study proposals are based on the "least cost" alternatives, and did not adequately consider other requirements.

Response: This is incorrect as the study methodology precluded cost being used as the principal factor. (TSD elaboration of this response is included on page ten of the Bayse to Colwell memorandum, 9/9/81.)

8. If WP clusters do not reach the prescribed productivity and/or equipment utilization goals the divisions will be unable to meet their workload demands.

Response: TSD, as the WP program manager, is responsible for assuring that users have adequate means to meet their WP requirements. Therefore, if the WPC's do not meet

(CONTINUED-OVER)

Memorandum from Mr. Divan to Mr. Young  
Re: Word Processing (WP)  
FBIHQ Study Summarization

their goals and/or workload demands it is incumbent upon TSD's WP program manager to determine the cause and effect an immediate solution. (TSD elaboration of this response is included on pages ten and eleven of the Bayse to Colwell memorandum, 9/9/81.)

It is to be noted that OCPA can comment on the proposed recommendations of the TSD/NARS study in so far as they relate to the functions of the OCPA.

OCPA has one word processing cluster (WPC) at present, consisting of a supervisor, assistant supervisor and six typists. At this time, an additional 15 positions, cost coded to the Records Management Division, are administratively assigned to the OCPA, WPC.

Other than the WPC, our typing needs are handled on the unit of division level by the secretaries assigned. Generally, the individual units can handle their own requirements and typing needs; however, given a backlog or a complex project, these units have found it necessary to rely on the services of the OCPA, WPC.

Since much of our mail contains expedite, deadline matters, some of which is perused by the Director, there is a necessity to maintain WP equipment, both in the WPC and the individual work units. Our equipment is utilized to its fullest.

Our WPC services the Correspondence Function capably and serves as a backup to the various units within the OCPA. However, the nature of the work in OCPA -- that is preparation of highly visible communications which must be completed in a short period of time, without error, for review by the Director, members of Congress, the media, as well as the general public -- necessitates WP equipment to be placed in each unit within OCPA, as well as the WPC.

OCPA believes that our current needs are being met on a timely basis. However, if any equipment was removed, the possibility exists that we would be unable to meet the demands of the Director, the Congress, the media and the general public for the services that we currently render.

Further details concerning OCPA response to the recommendations of the TSD/NARS WP study are contained in the Young to Bayse memorandum of 9/21/81.

Mr. Colwell

9/9/81

Mr. Bayse

WORD PROCESSING (WP)  
FBIHQ WP STUDY SUMMARIZATION

PURPOSE: To summarize the procedures, findings, results and benefits of the captioned study, and to discuss certain associated misconceptions, for consideration by the Executive Assistant Director's (EAD) conference on 9/25/81.

SYNOPSIS: Technical Services Division (TSD), representatives from each FBIHQ Division, and the National Archives and Records Service (NARS) conducted an exhaustive study of FBIHQ WP requirements during the period between February 1979, and April 1980. A scientifically-based methodology was used along with a total FBIHQ workload measure including administrative (office) functions, and documents originated and typed during a three week period in April 1979. Extensive input was elicited from FBI managers and users, quantified and combined with the workload measured to produce the results. The results were then sensitivity tested to determine the probable effect of judgmental errors (subjectivity) in the user input and/or analysis. Thirty-three alternative configurations were evaluated for the WP typing support, 27 for document origination and seven for other office support functions.

The results of the study were conclusive and analytically supported as follows:

- o 58% of documents originated at FBIHQ are WP applications and should be processed in WP clusters centralized at the division level.
- o 5%-83% of documents originated at FBIHQ are machine dictation applications and should be processed via multi-input machine dictation systems.
- o Other non-typing office functions can be performed more efficiently by administrative support clusters within each FBIHQ division.

Enclosures(5)

- 1 - Mr. Colwell, Room 7142, TL #235
- 1 - Mr. Otto, Room 7110, TL #235
- 1 - Each Assistant Director
- 1 - Mr. Cary, Room 6421, TL #244
- 1 - Mr. Christensen, Room 6875, TL #212
- 1 - Mrs. Morris, Room 1334, TL #153

Continued - Over

REM:tal  
(16)

~~ENCLOSURE~~

Memorandum Mr. Bayse to Mr. Colwell, dated 9/9/81  
RE: Word Processing (WP)  
FBIHQ WP Study Summarization

The results of the study were presented to the Technical Resources Committee (TRC) in October 1980. The TRC approved a six month pilot project in two or three divisions to develop the WP and machine dictation concepts, and rejected the administrative support recommendation. (The pilot project is currently being implemented in the Legal Counsel and Records Management Divisions.)

During the EAD's conference to review the WP program, on 8/6/81, the results of the study resurfaced and a follow-up meeting is being arranged to address this matter. The details and attachments set forth a summary of facts pertinent to this discussion.

RECOMMENDATIONS:

- (1) That each EAD and Assistant Director review the results of the FBIHQ WP study, dated April 1980, and the discussion herein preliminary to an EAD conference at 10 a.m., on 9/25/81, to discuss this matter.
  
- (2) That each FBIHQ division submit a written outline of study findings and recommendations with which they take issue, by 9/21/81, so that appropriate study data and analytic procedures can be extracted for the proposed meeting.

DETAILS: The following attachments will be referenced within this document:

Attachment 1 illustrates graphically how the WP Study data was collected, refined, analyzed and sensitivity tested to produce the results.

Attachment 2 is the workload data collection forms, one of which was submitted for each document originated and/or typed during the WP Study survey.

Attachment 3 is the briefing of the WP Study results given to the TRC in October 1980.

Attachments 4 and 5 are typical research reports regarding human factors affecting WP.

Memorandum Mr. Bayse to Mr. Colwell, dated 9/9/81  
RE: Word Processing (WP)  
FBIHQ WP Study Summarization

The WP study performed at FBIHQ between February 1979, and April 1980, was the most exhaustive study of WP requirements within the Federal Government to date. It incorporated a scientifically based methodology which was tested within FBIHQ and adjusted for organizational fit prior to utilization. It included collecting, quantifying and measuring two distinct types of data. These are--judgmental inputs from individual FBIHQ managers and users; and workload measurements of typing, document origination and non-typing office functions (see Attachment 1).

The following is a broad summary of the study procedures, findings, results and benefits, (see Attachment 3 for a more detailed summary):

The most significant procedures were as follows (see Attachment 1):

- o The study methodology was tested through a pre-survey for organizational fit
- o Workload data was collected from 2106 Agent and non-Agent document originators
- o Workload data on typing and all related office functions was collected from 470 secretaries, stenos and typists
- o Interviews were conducted with over 200 personnel who represented a cross section of positions and grade levels
- o User acceptance questionnaires were submitted by over 250 personnel who represented a cross section of originators and typists
- o Follow-up questionnaires regarding the normality of the workload survey period were submitted by 2,037 personnel
- o Each FBIHQ division's executive conference (Deputy ADs and Section Chiefs, or their designee/s) assigned values (weights) to the study objectives based on their judgment of the importance of the objectives
- o Values produced by the managers/users were quantified and combined with results of the workload measurement and used to evaluate the alternatives
- o All procedures were predicated on Federal Government WP standards and regulations
- o The results were sensitivity tested to determine the probable effect of errors in judgement and/or analysis

The most significant findings were as follows:

- o The FBIHQ managers ranked the importance of the study objectives as follows:
  1. Meeting workload objectives (including the FBI's unique and special needs)

Memorandum Mr. Bayse to Mr. Colwell, dated 9/9/81  
RE: Word Processing (WP)  
FBIHQ WP Study Summarization

2. User acceptance
3. Special typing volume needs
4. Personnel costs
5. Special typing application needs
6. Administrative support cost
7. Equipment cost
8. Organization WP system management needs

- o The annual FBIHQ typing workload is over 28.4 million lines
  - oo A high percentage (37% of the total) of the lines were revised (retyped)
    - ooo 6% of the total lines were changed during revisions
    - ooo 31% of the total revised lines were retyped (or played out on WPE) with no changes
  - oo Some documents were revised many (up to five) times
    - ooo Most (70%) revisions were made during the first revision cycle
    - ooo The majority (55%) of revisions were due to author changes
    - ooo Only 15% of revisions were due to typist errors
  - oo More (64%) of the lines were typed on WPE than on standard typing equipment (STE)
    - ooo More (49%) of lines typed on WPE were revised than on STE (15%)
  - oo Most (81%) documents were under two pages, or 60 lines, in length
    - oo Half (50%) of the documents were under one page, or 30 lines, in length
    - oo 36% of documents were priority or deadline jobs
    - oo 16% of documents were National Security Classified
    - oo Most (82%) documents were completed in one day or less
  - o Almost half (48%) of the total secretary, steno and typist personnel time was utilized for non-typing duties (30 other measured tasks)
    - oo Secretaries typed 15% (1.2 hours/day) of the time
    - oo Typists typed 22% (1.76 hours/day) of the time
  - o None of the WPE at FBIHQ is being used 80% of its available time, which is the standard utilization goal set by GSA/NARS
    - oo Most (86%) is being used less than 40% of its available time
    - oo Almost half (42%) is being used less than 20% of its available time
  - o WPE was significantly more productive than STE for documents which were revised
    - oo Mag card WPE was 1.5 - 1.8 times faster than STE
    - oo Dual media, visual display WPE was 2.1 times faster than STE
    - oo STE was slightly more productive than WPE for documents which were not revised

Memorandum Mr. Bayse to Mr. Colwell, dated 9/9/81  
RE: Word Processing (WP)  
FBIHQ WP Study Summarization

o Most (63%) documents were originated in longhand draft

o 17% were originated by steno (live) dictation

o 13% were author typed

o 7% were originated by machine dictation

The most significant results were as follows:

o The majority (58%) of the total FBIHQ typing jobs are suitable for WPE (WP applications)

oo The remainder (42%) can be produced more efficiently on STE (non-WP applications)

oo Personnel can be trained to effectively differentiate between WP and non-WP applications

o WP typing clustered at the division level is the most efficient method for typing FBIHQ's WP applications

oo 33 alternative methods/configurations were evaluated

oo Appropriate attention to human factors is the most critical element for WP clusters (WPC) (see Attachments 4 and 5)

oo WPCs should be equipped with dual media, visual display WPE

oo Sensitivity testing determined results would not change significantly given different values of importance (weights) due to uncertainty or subjectivity

o The majority (58% to 83%) of documents originated at FBIHQ are suitable for machine dictation

oo Certain identifiable documents (17%) are not suitable for machine dictation

oo Personnel can be trained to utilize machine dictation effectively

o Multi-input (central, desk-top and portable) machine dictation systems are the most efficient origination method for documents which are suitable for machine dictation

oo 27 alternative methods/configurations were evaluated

oo The recommended configuration is predicated on implementation of divisional WPCs

oo Sensitivity testing results were similar to those for WPCs

The most significant benefits of adopting the WP Study recommendations are as follows:

o Improved capability to meet workload demands

oo More equitable distribution of work

oo Adjustments can be made for deadline and priority tasks

oo Adjustments can be made for unscheduled absences

Memorandum Mr. Bayse to Mr. Colwell, dated 9/9/81  
RE: Word Processing (WP)  
FBIHQ WP Study Summarization

- o Improved support overall for users
  - oo Eliminate higher level concentration and improve WP support to all users
  - oo Dedicate more personnel resources for administrative (non-typing office) support
- o Improved capability to handle special typing volume needs
  - oo Absorb impact of major cases, international crisis, etc.
  - oo Absorb predictable volume needs, e.g., budgets, SPINS, etc.
- o Improved capability to meet special typing needs
  - oo Special (TEMPEST) equipment to meet security/sensitivity needs
  - oo Equipment programmable for special tasks and languages
  - oo Equipment capable of interface with other technologies

The most prominent misconceptions, regarding the results and recommendations of the study, which have been voiced to TSD, and appropriate responses are as follows:

STATEMENT: The workload measurements taken in April, 1979 are not reliable.

RESPONSE: Detailed quality assurance (QA) procedures were used successfully during the study to ensure against this eventuality. These included:

- (1) All document originators and typing personnel were provided detailed training to properly record workload data.
- (2) Detailed instructions were printed on the reverse side of the data collection forms (See Attachment 2).
- (3) Each FBIHQ Section designated an internal coordinator to screen data collected, check its accuracy and assure that all affected personnel participate.
- (4) Each form and a copy of the completed document (except for highly classified and sensitive information) was reviewed by the originating division's representative and a team analyst.
- (5) The 22 person team was granted an additional week (110 workdays), over original projections, to ensure validity of the data.
- (6) The data analysts were instructed to give the benefit of the doubt to the options which favored the user's position.
- (7) Typing workload measurements were compared with each employee's non-typing (office support) workload to corroborate accuracy.

Memorandum Mr. Bays to Mr. Colwell, dated 9/9/81  
RE: Word Processing (WP)  
FBIHQ WP Study Summarization

(8) A follow-up survey was distributed to the entire user population at the end of the survey period. It specifically addressed the normality of the survey period relative to all aspects of the workload. Of the 2,037 users who responded to the survey, 81% indicated their work was within, or above, the normal range.

STATEMENT: The workload is now substantially (on the order 50% - 100%) higher and more complex than it was in 1979, and many more organizations now exist, therefore, the projections formulated as a result of the study are no longer valid.

RESPONSE: TSD has performed a cursory evaluation relative to this contingency and has found that only minor readjustments are required, based on the following:

- (1) The study projections, (i.e., number of personnel, equipment configurations and related productivity goals), were based on a 15% greater workload than actually measured in certain key areas, e.g., budget formulation.
- (2) There has been a 12% overall increase in on-board typing personnel since April 1979, however, most of the additional personnel are secretaries who type at the maximum 15% level. Concurrently there has been a 4.5% reduction in total on-board personnel at FBIHQ. On this basis it is highly improbable that the typing workload has increased more than 12%.
- (3) Numerous organizational changes have occurred since April 1979, however, most have resulted in shifting personnel allocations within FBIHQ versus increasing the overall work force.
- (4) A substantial increase in priority work has occurred and is principally due to the change in Presidential Administrations. Past experience indicates that some of this increase, e.g., SPINS and transition reports, will abate as soon as the transition is fully made.

STATEMENT: The FBI's unique and special requirements make the Bureau unsuitable for centralized administrative and typing support.

RESPONSE: TSD has performed two in-depth WP studies within field offices, one study of field office functional requirements, i.e., Title III/Consensual Monitoring (TIII/CM) transcription work, and the FBIHQ WP Study. Detailed research has been performed during these tasks which, with the study analysis, illustrates conclusively that the FBI is highly suitable for centralized support because:

- (1) It is an information oriented organization.

RE: Word Processing (WP)  
FBIHQ WP Study Summarization

- (2) Document origination procedures and formats are standardized.
- (3) The majority of the documents (58%) are subsequently revised.
- (4) Organization size and workload volume are sufficient to support clusters.
- (5) The majority of the original documents (up to 83%) are suitable for machine dictation.

STATEMENT: FBIHQ managers will lose secretarial support and effective control of the document origination process.

RESPONSE: The TRC rejected the administrative (office) support proposals of the FBIHQ WP Study, therefore:

- (1) The administrative support clusters and non-WP typing clusters have been dropped from consideration.
- (2) Non-WP typing applications will continue to be typed by secretarial and typing personnel assigned at the cost-code level.
- (3) Self-correcting electric typewriters, and/or electronic memory typewriters, will be proposed for non-WP typing tasks.
- (4) The regulatory constraints which dictate use and allocation of WPE do not apply to the standard (non-WP) typing equipment and office support functions.
- (5) Computerized dictation tracking systems and quality assurance procedures in the WPC's will assure control of documents, plus provide detailed workload statistics by priority, organization, originator/s and typist/s..

STATEMENT: FBIHQ organizations will lose existing WPE regardless of outcome of pilot project.

RESPONSE: The FBI owns most of its existing WPE and it is highly unlikely any will be lost, however:

- (1) Most of the equipment is nearing the end of its' useful life and all regulatory constraints which apply to new WPE acquisitions also apply to acquiring replacement WPE.
- (2) Existing WPE is to be removed, on a phased basis, from FBIHQ divisions as they convert to WPC's, and acquire associated new WPE.

Memorandum Mr. Bayse to Mr. Colwell, dated 9/9/81  
RE: Word Processing (WP)  
FBIHQ WP Study Summarization

(3) It may be necessary to shift WPE within FBIHQ divisions to meet exigencies.

STATEMENT: The recommendation to implement WPCs in FBIHQ Divisions is a throwback to "Old Bureau Steno-pools", which do not work!

RESPONSE:

A. There are many reasons why this analogy is inappropriate. The most significant of these are that the requirements were improperly defined and human factors were largely ignored under the steno pool concept, as follows:

- (1) Workload measures and productivity measures only considered volume and disregarded important factors such as document characteristics, difficulty factors, and variations in working conditions.
- (2) The functions were forced to fit the equipment and operational parameters as opposed to matching on the basis of requirements analysis (See Attachment 4).
- (3) Human factors, i.e., extra sensitivity in considering the needs and participation of affected personnel, which is paramount in implementing major changes such as WPCs, were not emphasized to the extent proposed by the FBIHQ WP Study (See Attachment 5).
- (4) Management and quality assurance procedures were ineffectual based on improper definition and understanding of the work requirements and human factors.
- (5) No inherent capability existed for consistently evaluating effectiveness and the alternatives for meeting exigencies, e.g., temporary and/or permanent fluctuations in volume, complexity and priority of work.

NOTE: All of the above factors have received detailed consideration in planning the FBIHQ WP Pilot Project.

B. The transition to more efficient modes of operation within the office is essential to effectively implementing office automation, or "the office of the future" concepts, which are being mandated and developed within the FBI.

- (1) Cost-effective use of WPE is contingent upon machine utilization and productivity levels which are beyond what can normally be accomplished in an office environment.
- (2) The sophistication and complexity of WPE have reached the point where specialization is required to reap optimal benefits.
- (3) Personnel with well-developed WPE skills will be required for future office automation tasks.

RE: Word Processing (WP)  
FBIHQ WP Study Summarization

Statement: The WP Study proposals are based on the "least cost" alternatives, and did not adequately consider other requirements.

Response: This is incorrect as the study methodology precluded cost being used as the principal factor:

- (1) Meeting workload demands, user acceptance and meeting special typing volume needs, in that order, were the most significant factors in the analysis.
- (2) Personnel, administrative support and equipment costs, in that order, were considerations, but these were assigned significantly less value.
- (3) Numerous of the 33 alternatives would have been less expensive than the selected alternative.
- (4) The features required as a result of the functional analysis assure that sophisticated and proven equipment and accoutrements will be acquired for the WPCs.

Statement: If WP clusters do not reach the prescribed productivity and/or equipment utilization goals the divisions will be unable to meet their workload demands.

RESPONSE: TSD, as the WP program manager, is responsible for assuring that users have adequate means to meet their WP requirements. Therefore, if the WPC's do not meet their goals and/or workload demands it is incumbent upon TSD's WP program manager to determine the cause and effect an immediate solution:

- (1) An inherent part of the implementation process is to make adjustments in each division's configuration for special requirements, e.g., security and priority work, and changes in organizations and workloads.
- (2) WPC's can meet their current workload projections by attaining approximately 72% of their productivity goals.
- (3) The dictation tracking systems will provide instantaneous and current detailed statistics on the workload and productivity characteristics so that immediate adjustments can be effected, as required.
- (4) In the event of major cases or initiatives, the same statistics would be immediately available from all WPC's so that work could be redistributed based on overall FBIHQ workload and priorities (such redistributions would require prior approval by AD's of affected divisions).
- (5) If WPC's are unable to meet their divisions' workload demands utilizing the personnel, procedures and equipment proposed by the WP Study (as adjusted during the implementation process), additional personnel and equipment would be justified.

RE: Word Processing (WP)  
FBIHQ WP Study Summarization

- (6) As the divisions' workload patterns become apparent and users identify additional compatible user/tasks for the WPE, it is highly probable satellite work stations can be justified for remote location within FBIHQ. It is conceivable that such remote work stations could eventually be located outside FBIHQ, e.g., in employee's residences or special investigation sites.
- (7) The WPC's will also provide significant improvements in the quality of documents through the proposed quality assurance program.

1 2

12/2/81

UNCLAS E F T O

ROUTINE

FM DIRECTOR FBI {183-2108}

TO FBI NEW HAVEN {183A-219-SUB 9} ROUTINE

BT

UNCLAS E F T O

ROCU: RICO: 00:NH

REURTEL 11/30/81.

INASMUCH AS THE DOCUMENTARY EVIDENCE DESCRIBED IN RETEL WAS OBTAINED THROUGH THE SERVICE OF A FEDERAL GRAND JURY SUBPOENA, AN ARCHIVIST FROM THE NATIONAL ARCHIVES AND RECORDS SERVICE IS PRECLUDED FROM EXAMINING THIS MATERIAL TO ASCERTAIN WHETHER IT HAS ANY HISTORICAL OR ARCHIVAL VALUE WARRANTING PERMANENT RETENTION BY THE FBI.

ACCORDINGLY, THE ONLY METHOD FOR YOUR OFFICE TO DIRECTLY RETURN THE DOCUMENTARY EVIDENCE DESCRIBED IN RETEL TO THE OWNERS AND/OR CONTRIBUTORS WOULD BE FOR YOUR OFFICE TO MAKE LEGIBLE MACHINE COPIES OF EACH DOCUMENT RETURNED AND RETAIN SAME IN YOUR

b2

RWS:evp

12/2/81

66-19249-  
5644  
NOT RECORDED

- ① - 66-19249
- 1 - MR. MONROE
- 1 - MR. MINTZ (ATTN: [REDACTED])
- 1 - MR. FINZEL
- 1 - MR. SCHERRER
- 1 - [REDACTED]
- 1 - [REDACTED]

b6  
b7C

136 MAY 18 1982

DUPLICATE YELLOW

76 MAY 18 1982 105

2

OFFICE'S FILE ON CAPTIONED MATTER. SHOULD YOU OPT TO FOLLOW THIS PROCEDURE, YOU SHOULD SECURE AN APPROPRIATE RECEIPT FROM THE OWNERS AND/OR CONTRIBUTORS OF THE EVIDENCE IN ORDER TO DOCUMENT ITS RETURN.

BT

|

3

NOTE: IN RESPONSE TO RE NEW HAVEN TELETYPE.

January 5, 1982

Dr. James E. O'Neill  
Assistant Archivist for Presidential Libraries  
FBI Appraisal Project Director  
National Archives and Records Service  
Washington, D. C. 20408

Dear Dr. O'Neill:

*By*  
The FBI Salt Lake City Office forwarded 21 items of documentary evidence to FBI Headquarters for review by a member of your staff to ascertain whether this material has any archival, historical or other value to warrant its permanent retention by the United States Government. The documentary evidence forwarded by the FBI Salt Lake City Office pertains to the case captioned [REDACTED] Doing Business As Interwest Sandblasting Co., Inc. Fraud Against the Government - Department of Labor, (False Payroll Reports)." For your information, the documentary evidence to be reviewed was voluntarily contributed by the Department of Labor in Salt Lake City. The United States Attorney in Salt Lake City declined prosecution in this matter and the case has been retained in a closed status by the FBI Salt Lake City Office since September 8, 1980.

b6  
b7C

I would appreciate your assigning an archivist to review the above-described material forwarded to FBI Headquarters by the FBI Salt Lake City Office. The corresponding FBI Headquarters investigative file will be made available in connection with the review of the documentary evidence.

Sincerely,

Robert W. Scherrer  
Section Chief  
Records Systems Section  
Records Management Division

NOTE: Dr. O'Neill is being requested to assign an archivist to review documentary evidence forwarded to FBIHQ by the Salt Lake City Office in the case captioned [REDACTED] dba, Interstate Sandblasting Co., Inc. FAG-DOL (False Payroll Reports) OO: SU." *66-19249-*

b6  
b7C

① - 66-19249

1 - Mr. Monroe

1 - Mr. Mintz (Attn: [REDACTED])

1 - AD, Records Management Division

NOT RECORDED

1 - Mr. Scherrer

1 - [REDACTED]

RWS:evp (6) LHM

*YELLOW*

16 FEB 24 1982

GENERAL FILED IN  
2/19/82

AIRTEL

1/5/82

*skm*  
Director, FBI

SAC, Salt Lake City (210-11)

bba  
Intervest Sandblasting Co., Inc.  
PAG-DOL (FALSE PAYROLL REPORTS)  
CO:SU

b6  
b7C

Reairtel 12/7/81 with enclosures. The National Archives and Records Service (NARS) has been requested to examine the documentary evidence forwarded via reairtel to ascertain whether it has any archival, historical or other value to warrant its permanent retention by the United States Government. You will be advised of the results of the NARS review.

DUPPLICATE  
YELLOW

NOTE: In response to reSUairtel. Also see letter to Dr. James E. O'Neill, NARS, dated 1/5/81.

① - 66-19249  
1 - Mr. Monroe  
1 - Mr. Mintz, Attn:   
1 - AD, Records Management Division  
1 - Mr. Scherrer  
1 -   
RWS:evp  
(9)

b6  
b7C

*66-19249-*

NOT RECORDED  
46 FEB 3 1982

*DUPPLICATE YELLOW*

*skm*  
OFF

ORIGINAL FILED IN -

*210-11-541*

File (159-00)

1/8/82

R. W. Scherrer

Classification - 159

NARS

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcw(4)

60 FEB 15 1982

60-19249

NOT RECORDED  
JAN 17 1982

ORIGINAL FILED IN

File (8-00)

1/8/82

R. W. Scherrer

Classification - 8

O  
NARS

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

66-19249-

NOT RECORDED

32 FEB 2 1982

ORIGINALLED IN  
8-00-2

OK  
182

RC

File (103-00)

1/8/82

R. W. Scherrer

Classification - 103

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classification (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

66-19249

1 - Mr. Bresson  
1 - Mr. Scherrer  
RWS:lcm(4)

66-19249-

NOT RECORDED  
38 JAN 27 1982

103-00-143  
ORIGINAL FILED IN

File (10-00)

1/8/82

R. W. Scherrer

Classification - 10

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

①-66-19249

1 - Mr. Bresson  
1 - Mr. Scherrer  
RWS:lcm(4)

66-19249

SEARCHED  
INDEXED  
FILED  
FEB 8 1982

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/22/01 BY SP/

File (5-00)

1/8/82

*Alv*  
R. W. Scherrer

Classification - 5

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

66-19249

1 - Mr. Bresson  
1 - Mr. Scherrer  
RWS:lcm(4)

GW  
R2  
1/2

GW

66-19249-  
NOT RECORDED  
3 FEB 2 1982

File (4-00)

1/8/82

R. W. Scherrer

Classification - 4

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

66-19249  
60 FEB 05 1982

66-19249-  
NOT RECEIVED  
10 JAN 27 1982

4-00-1  
FBI-HQ

File (199-00)

1/8/82

*Re*  
R. W. Scherrer

Classification - 199

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

*66-19249-*

NOT RECORDED

3 FEB 2 1982

*26*  
*ISK*  
60 FEB 03 1982

File (3-00)

1/8/82

R. W. Scherrer

*Enc*  
Classification - 3

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

*DK*  
60 FEB 05 1982

*66-19249-*

NOT RECORDED  
10 JAN 27 1982

SEARCHED INDEXED SERIALIZED FILED IN 3-00-5

File (9-00)

1/8/82

R. W. Scherrer

Classification - 9

ONARS

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1 66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

66-19249

NOT RECORDED

32 FEB 2 1982

601 E B 00 1982

449

ORIGINAL FILED

X Airtel

6/29/82

TO: DIRECTOR, FBI  
(ATTN: ROBERT W. SCHERER, CHIEF  
RECORDS MANAGEMENT DIVISION)

FROM: SAC, WFO (196B-1003) (P) (C-5)

CHANGED:

aka [redacted] - FUGITIVE  
dba, 800 Club, Inc.,  
1710 Connecticut Avenue, N.W.,  
Washington, D.C. and  
3505 Turtle Creek Boulevard,  
Suite 306,  
Dallas, Texas 75219  
FBW; MF;  
OO:WFO

b6  
b7C

*National Archives And Records  
Services*

Re WFO telcal to SA Robert W. Scherer on 6/18/82.

WFO has received numerous complaints regarding captioned matter. This subject is currently a fugitive in a Postal Inspection Service (PIS) case, Baltimore, Maryland. All information concerning this case is being disseminated to the PIS for investigation.

WFO has made xerox copies of the documents received and is maintaining a copy of these documents in the WFO case file. Unless advised to the contrary, WFO will release the original documents to the USPIS for evidentiary purposes.

②Bureau  
I-WFO

EAT:1df  
(3)

66-19249-

NOT RECORDED  
23 JUL 28 1982

1\*

ORIGINAL FILED IN  
196-3730-7

560 613, 102 0640Z

100

0640Z JUN 82

RECEIVED  
TELETYPE UNIT

JUN 82 0640Z

1 JUN 82 0640Z  
FEDERAL BUREAU OF INVESTIGATION  
OF INVESTIGATION

FM COLUMBIA (87-6178)

TO/DIRECTOR (65-19249) ROUTINE

UNCLAS

REGISTRATION SA [REDACTED]

DISBS (S) [REDACTED]

ITSP (E); UCR (C), 00: COLUMBIA.

b6  
b7C

REFBINGTEL TO ALL FIELD OFFICES AND ATTACHES OCT 17, 1981.

THIS COMMUNICATION IS PREPARED IN COMPLIANCE WITH RETEL AND  
SETS FORTH THE FOLLOWING BACKGROUND INFORMATION:

CAPTIONED MATTER INVOLVED THE THEFT OF A NUMBER OF AMERICA'S  
EXPRESS MONEY ORDERS (AEMO) FROM YOUNG FOOD STORES (YFS) BY

[REDACTED]  
YFS MANAGER, AND UNSUB (S).

[REDACTED]  
WERE A PART OF THE THEFTS ORIGINALLY REPORTED  
AS RAZBERRIES. THEY THEN ENTRICED MILITARY SERVICE MEMBERS FROM  
FT. MC CLELLAN, ALABAMA, TO FT. LEWIS, WASHINGTON TO CASH THE AEMO  
FORCED INTO THE AMOUNT OF \$158 EACH IN RESPECTIVE MILITARY  
PERSONNEL FILES AND PROVIDE THEM WITH THE PROCEEDS.

NOT RECORDED  
34 JUL 1 1982

10-73272-171

ORIGINAL FILED IN

500 100

CO 874-975 PAGE TWO, URG

b6  
b7C

A PORTION OF THE AEMO WERE OBTAINED BY SA [REDACTED] FROM SUBJECTS AND OR MILITARY AUTHORITIES. MILITARY AUTHORITIES DO NOT REQUEST RETURN OF AEMO BUT DISPOSAL OF SAME IS NECESSARY IN ORDER TO COMPLY WITH MAOP, PART II, SECTION 2-4.4 THROUGH 2-4.5.

SUBJECTS HAVE BEEN CONVICTED AND SENTENCED BY LOCAL AUTHORITIES. THE AEMO IN QUESTION ARE LEGAL PROPERTY OF AMERICAN EXPRESS COMPANY, DENVER, COLORADO. THE AEMO WERE NOT A PART OF ANY FEDERAL GRAND JURY SUBPOENAED MATERIAL AND HAVE NOT BEEN USED IN ANY JUDICIAL PROCEEDING. THE POSSIBILITY OF THESE BEING CLASSIFIED AS STRICTLY "DOCUMENT" MATERIAL IS DOUBTFUL BUT BEING LEFT TO FBIHQ DISCRETION AS WELL AS NOTIFICATION TO NATIONAL ARCHIVES AND RECORDS SERVICE.

AUSA ERIC WILLIAM RUSCHKY, DSC, AND SAC, COLUMBIA, CONCUR WITH INTENDED RETURN TO LEGAL OWNER. FBIHQ REQUESTED TO NOTIFY COLUMBIA AS SOON AS FEASIBLE OF DECISION ON DISPOSAL.

2

Handwritten signature

Acme Photo

Page 2

360-00116 0648Z

16 17  
DE 63

R 18 0648Z JUN 82

RECEIVED  
TELETYPE UNIT

1 JUN 82 06 06 06 06  
FEDERAL BUREAU OF INVESTIGATION

FM: COLUMBIA (87-6178)

TO: DIRECTOR (66-19249) ROUTINE

DALLAS

ATTENTION: SA SHERRE

UNSUB(S)

[REDACTED] ITSP (E); CGR (C), OO: COLUMBIA.

b6  
b7C

REFINERI TO ALL FIELD OFFICES AND ATTACHES, OCT 17, 1981.

THIS COMMUNICATION IS PREPARED IN COMPLIANCE WITH RETEL AND  
SETS FORTH THE FOLLOWING BACKGROUND INFORMATION:

CAPTIONED MATTER INVOLVED THE THEFT OF A NUMBER OF AMERICAS  
EXPRESS MONEY ORDERS (AEMO) FROM YOUNG FOOD STORES (YFS) BY

[REDACTED] YFS MANAGER, AND UNSUB(S).

[REDACTED] WERE A PART OF THE THEFTS ORIGINALLY REPORTED  
AS ROBBERIES, THEY THEN ENTRANCED MILITARY SERVICE MEMBERS FROM  
PT. MC CLELLAN, ALABAMA, TO FT. LEE, VIRGINIA TO CASH THE AEMO  
FORGED IN THE AMOUNT OF \$198 EACH AT RESPECTIVE MILITARY  
FACILITIES AND PROVIDE THEM WITH THE PROCEEDS.

b6  
b7C

RECORDED, PAGE 100, 0005

INFORMATION OF THE AECO WERE OBTAINED BY SA [REDACTED]

FROM SUBJECTS AND OR MILITARY AUTHORITIES. MILITARY AUTHORITIES

DO NOT REQUEST RETURN OF AECO BUT DISPOSAL OF SAME IS NECESSARY

IN ORDER TO COMPLY WITH KAOP, PART II, SECTION 2-4-4 THROUGH

2-4-5.

SUBJECTS HAVE BEEN CONVICTED AND SENTENCED BY LOCAL AUTHOR-  
ITIES. AECO IN QUESTION ARE LEGAL PROPERTY OF AMERICAN EXPRESS

COMPANY, DENVER, COLORADO. THE AECO WERE NOT A PART OF ANY

FEDERAL GRAND JURY SUBPOENAED MATERIAL AND HAVE NOT BEEN USED IN

ANY JUDICIAL PROCLADING. THE POSSIBILITY OF THESE BEING CLASSIFIED

AS STRICTLY "DOCUMENT" MATERIAL IS DOUBTFUL BUT BEING LEFT

TO FBING DISCRETION AS WELL AS NOTIFICATION TO AMERICAN  
EXPRESS RECORDS SERVICE

AUSA ERIC WILLIAM RUSCHKY, DSC, AND SAC, COLUMBIA, CONCUR

WITH INTENDED RETURN TO LEGAL OWNER. FBING REQUESTED TO NOTIFY

COLUMBIA AS SOON AS FEASIBLE OF DECISION ON DISPOSAL.

File (43-00)

1/11/82

R. W. Scherrer

*Rele*  
Classification - 43

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

ORIGINAL FILE  
43-00-498

66-19249-

NOT RECORDED

3 FEB 2 1982

*(initials)*  
*(initials)*

File (46-00)

1/11/82

R. W. Scherrer

Classification - 46

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1 66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

66-19249-

NOT INDEXED

02-FEB-2 1982

1/2  
66-19249  
FEB 2 1982

ORIGINAL FILED IN 46-19249-1

File (52-00)

1/11/82

R. W. Scherrer

Classification - 52

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

66-19249-  
NOT RECORDED

38 FEB 2 1982

60 FEB 09 1982

File (40-00)

1/11/82

R. W. Scherrer

*Dle*  
Classification - 40

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

ORIGINAL FILE # 40-00 230

ENCLOSURE

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

60 FEB 09 1982

66-19249-

NOT RECORDED

FEB 2 1982

File (42-00)

1/11/82

R. W. Scherrer

Classification - 42

*Ole*  
PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classification (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

00 FEB 09 1982

279

66-19249-

NOT RECORDED

FEB 2 1982

ORIGIN: FILED 42-00-16388

File (44-00)

1/11/82

R. W. Scherrer

Classification - 44

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

66-19249-

NOT RECORDED

12 FEB 2 1982

00 FEB 12 1982

ORIGINAL FILED IN 66-19249- 1/170

File (32-00)

1/11/82

R. W. Scherrer

Classification - 32

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

*66-19249-*

NOT RECORDED

202 FEB 2 1982

60 FEB 12<sup>th</sup> 1982

FINAL FILED IN 32-00-551

File (36-00)

1/11/82

R. W. Scherrer

Classification - 36

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1966-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

(do-19249 -

NOT RECORDED

882 FEB 2 1982

60FEB 09 1982

*Pete*

36-00  
39  
36-00  
ORIGINAL FILED IN

File (28-00)

1/11/82

R. W. Scherrer

Classification - 28

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1466-19249

1 - Mr. Bresson  
1 - Mr. Scherrer

RWS:lcm(4)

12-  
FEB 10 1982

28  
FEB 10 1982

66-19249-  
SEARCHED  
INDEXED  
FEB 2 1982  
FEB 2 1982

ORIGINAL FILED IN

File (17-00)

1/11/82

R. W. Scherrer

Classification - 17

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

66-19249-

NOT RECORDED

12 FEB 2 1982

12 FEB 12 1982

447

ORIGINAL FILE N

File (39-00)

1/11/82

R. W. Scherrer

*Re*  
Classification - 39

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

166-19249

1 - Mr. Bresson  
1 - Mr. Scherrer  
RWS:lcm(4)

*60*  
00 FEB 09 1982

*66-19249-*

NOT RECORDED  
FEB 2 1982

ORIGINALLY FILED 39-00 184

1 1

1/11/82

UNCLAS E F T O

ROUTINE

FM DIRECTOR FBI

TO FBI CHICAGO 187E-48601} ROUTINE

BT

UNCLAS E F T O

*National Archives Records  
Service*

ITSP: OO: CHICAGO

b6  
b7C

REURTEL 12/17/81.

YOU ARE AUTHORIZED TO RETURN DOCUMENTARY EVIDENCE DESCRIBED  
IN RETEL TO THE CONTRIBUTOR. YOU SHOULD FIRST MAKE A LEGIBLE  
MACHINE COPY OF EACH DOCUMENT AND RETAIN SAME IN YOUR OFFICE'S  
FILE ON CAPTIONED. YOU SHOULD ALSO SECURE A RECEIPT DOCUMENTING  
THE RETURN OF THIS EVIDENCE.

BT

*66-19249*

NOT RECORDED  
34 JAN 28 1982

RWS:evp

1/11/82

5644

[ ]

- 1 - 66-19249
- 1 - MR. MONROE
- 1 - MR. MINTZ EATTN: [ ]
- 1 - AD, RECORDS MANAGEMENT DIVISION
- 1 - MR. SCHERRER

b6  
b7C

*128*  
DUPLICATE YELLOW

87-0-10454  
ORIGINAL FILED IN

2

NOTE: IN RESPONSE TO RECGTEL.

File (29-00)

1/11/82

R. W. Scherrer

Classification - 29

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

66-19249-  
NOT RECORDED  
102 FEB 2 1982

50 FEB 12 1982

ORIGINAL FILED IN JACKET

File (25-00)

1/11/82

R. W. Scherrer

Classification - 25

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

1-66-19249-  
FEB 12 1982

1-66-19249-  
NOT RECORDED  
FEB 2 1982

ORIGINAL FILED IN 25-00-0936

File (26-00)

1/11/82

R. W. Scherrer

Classification - 26

*an*  
PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

60 FEB 05 1982

*66-19249*  
NOT RECORDED  
12 FEB 2 1982

*St. Louis*  
ORIGINAL FILED 26-00-22

File (14-00)

1/11/82

R. W. Scherrer

Classification - 14

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

*1-66-19249-*

NOT RECORDED

192 FEB 2 1982

*B. G.*  
60 FEB 10 1982  
*G.*

File (31-00)

1/11/82

R. W. Scherrer

Classification - 31

PURPOSE:

*Re:* To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

*66-19249*  
NOT RECORDED

202 FEB 2 1982

*60 FEB 12 1982*

FILED IN  
31-00-1

File (45-00)

1/11/82

R. W. Scherrer

Classification - 45

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

① 66-19249

1 - Mr. Bresson  
1 - Mr. Scherrer  
RWS:lcm(4)

66-19249  
NOT RECORDED  
202 FEB 2 1982

00FEB 12 1982

ORIGINAL FILED IN 66-19249-384

File (47-00)

1/11/82

R. W. Scherrer

Classification - 47

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

6619249  
NOT RECORDED  
18 FEB 1 1982

60 FEB 11 1982

ORIGINAL FILED IN  
47-10-36

File (21-00)

1/11/82

R. W. Scherrer

Classification - 21

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1166-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

60 FEB 10 1982

66-19249-  
NOT RECORDED  
12 FEB 2 1982

OPTIONAL FORM NO. 10  
MAY 1962 EDITION  
GSA GEN. REG. NO. 27

File (50-00)

1/11/82

*PL*  
R. W. Scherrer

Classification - 50

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

166-19249

- 1 - Mr. Bresson
- 1 - Mr. Scherrer

RWS:lcm(4)

00FEB 09 1982

*166-19249-*

NOT RECORDED  
38 FEB 2 1982

*XTC*

50-00  
ORIGINAL FILED IN

File (48-00)

1/11/82

R. W. Scherrer

Classification - 48

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson  
1 - Mr. Scherrer  
RWS:lcm(4)

00 FEB 10 1982

66-19249-

NOT RECORDED  
40 FEB 1 1982

ORIGINAL FILED IN 48-00

File (49-00)

1/11/82

R. W. Scherrer

Classification - 49

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

ORIGINAL FILED IN

66-19249-  
NOT RECORDED  
38 JAN 27 1982

1 1

1/11/82

UNCLAS E F T O

ROUTINE

FM DIRECTOR FBI

TO FBI KANSAS CITY {87B-32631} ROUTINE

BT. ONATIONAL ARCHIVES AND RECORDS SERVICE

UNCLAS E F T O

[REDACTED] ET AL; ITSPS 00:NH

b6  
b7C

REURTEL 12/28/81.

YOU ARE AUTHORIZED TO RETURN DOCUMENTARY EVIDENCE DESCRIBED  
IN RETEL TO THE CONTRIBUTOR. YOU SHOULD FIRST MAKE A LEGIBLE  
MACHINE COPY OF EACH DOCUMENT AND RETAIN SAME IN YOUR OFFICE'S  
FILE ON CAPTIONED. YOU SHOULD ALSO SECURE A RECEIPT DOCUMENTING  
THE RETURN OF THIS EVIDENCE.

BT

RWS:evp

1/11/82

5644

[REDACTED]  
b2

① - 66-19249  
1 - MR. MONROE  
1 - MR. MINTZ (ATTN: [REDACTED])  
1 - AD, RECORDS MANAGEMENT DIVISION  
1 - MR. SCHERRER  
1 - [REDACTED]

b6  
b7C

66-19249

NOT RECORDED  
33 FEB 1 1982

60 FEB 16 1982  
DUPLICATE YELLOW

749

ORIGINAL FILED IN 87-52632-13

2

NOTE: IN RESPONSE TO RENOTEL.

1 1

1/11/82

UNCLAS E F T O

ROUTINE

FM DIRECTOR FBI {194C-965}

TO FBI NEW ORLEANS {194C-174} ROUTINE

*RJ* ATTENTION: BATON ROUGE RESIDENT AGENCY

BT

UNCLAS E F T O

National Archives And  
Records Services

FORMER CHIEF OF POLICE, BATON ROUGE,

b6  
b7C

LOUISIANA: HOBBS ACT - COPO: 008 NEW ORLEANS

REURTEL 12/14/81.

THE ONLY METHOD TO RETURN DOCUMENTARY EVIDENCE DESCRIBED IN RETEL DIRECTLY TO THE OWNERS WOULD BE FOR YOUR OFFICE TO DUPLICATE THESE RECORDS AND RETAIN A COPY OF SAME IN YOUR OFFICE'S FILE ON CAPTIONED. YOU SHOULD ALSO SECURE A RECEIPT TO DOCUMENT THE RETURN OF THIS EVIDENCE.

BT

|

66-19249-

RWS:evp

1/11/82

5644

b2

- 1 - 66-19249
- 1 - MR. MONROE
- 1 - MR. MINTZ (ATTN: [REDACTED])
- 1 - AD, RECORDS MANAGEMENT DIVISION
- 1 - MR. SCHERRER
- 1 - [REDACTED]

NOT RECORDED  
23 FEB 18 1982

b6  
b7C

305 66-19249-1982  
66-19249-1982  
DUPLICATE YELLOW  
305

ORIGINAL FILED IN  
194C-965-69

2

NOTE: IN RESPONSE TO REKCTEL.

File (15-00)

1/11/82

R. W. Scherrer

Classification - 15

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

166-19249-  
NOT RECORDED

192 FEB 2 1982

100-19249-03  
1982  
34

File (27-00)

1/11/82

R. W. Scherrer

Classification - 27

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

*JKF*  
For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

166-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

66-19249-  
NOT INDEXED  
FEB 2 1982

60 FEB 10 1982

ORIGINAL FILED

File (54-00)

1/11/82

R. W. Scherrer

Classification - 54

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

66-19249-

NOT RECORDED

38 FEB 2 1982

ORIGINAL FILED IN 54-00-19

# Memorandum



To : DIRECTOR, FBI Date 1/11/82  
(ATTEN: RECORDS MANAGEMENT DIVISION) (SA [redacted])

From : SAC, LOS ANGELES (29-11496) (WCC-3) (C)

Subject : [redacted]

Former Lending Office  
Community Bank  
Huntington Park Branch  
Huntington, California  
BF&E  
OO: Los Angeles

*Optional Archives Records Service*

b6  
b7C

The Los Angeles Office was contacted by the Law Firm of Cadoo-Tretheday McGinn and Morgan, 4560 Admiralty Way, Marina Del Rey, Suite 110. An original deed had been obtained by the FBI in connection with the captioned investigation from Attorney Jack Morgan. The matter was declined by the United States Attorney's Office, Los Angeles, California, and Amador was not prosecuted.

Morgan requested that the Bureau return the original deed in connection with a lawsuit between [redacted] who issued the original deed to [redacted]

The original deed was returned to the law firm by Special Agent [redacted] and a copy of the deed was maintained in the Los Angeles file.

66-19249-

NOT RECORDED  
34 FEB 11 1982

③-Bureau  
1-Los Angeles

WTJ/baf  
(4)

50 FEB 17 1982

ORIGINAL FILED IN 29-82672-9

File (51-00)

1/11/82

R. W. Scherrer

Classification - 51

*Re*  
PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

ORIGINALLY FILED IN 51-00-655

Enclosure

1-66-19249

1 - Mr. Bresson  
1 - Mr. Scherrer  
RWS:lcm(4)

66-19249-

NOT RECORDED  
38 FEB 2 1982

12-  
60 FEB 11 1982

1 1

1/11/82

UNCLAS E F T O

ROUTINE

FM DIRECTOR FBI

TO FBI INDIANAPOLIS {87B-24073} ROUTINE

BT National Archives and Records Service  
UNCLAS E F T O

b6  
b7C

[REDACTED] ITSP {B}: 00: PITTSBURGH

REURTEL 12/15/81.

YOU ARE AUTHORIZED TO RETURN DOCUMENTARY EVIDENCE DESCRIBED  
IN RETEL TO THE CONTRIBUTOR. YOU SHOULD FIRST MAKE A LEGIBLE  
MACHINE COPY OF EACH DOCUMENT AND RETAIN SAME IN YOUR OFFICE'S  
FILE ON CAPTIONED. YOU SHOULD ALSO SECURE A RECEIPT DOCUMENTING  
THE RETURN OF THIS EVIDENCE.

BT

RWS:evp

1/11/82

5644

[REDACTED] b2

- 1 - 66-19249
- 1 - MR. MONROE
- 1 - MR. MINTZ (ATTN: [REDACTED])
- 1 - AD RECORDS MANAGEMENT DIVISION
- 1 - MR. SCHERRER
- 1 - [REDACTED]

b6  
b7C

*66-19249-*  
NOT RECORDED

46 FEB 2 1982

*DUPLICATE YELLOW*

ORIGINAL FILED IN -  
87B-19249-2

2

NOTE: IN RESPONSE TO REIPTEL.

File (1-00)

1/8/82

R. W. Scherrer

*File*  
Classification - 1

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

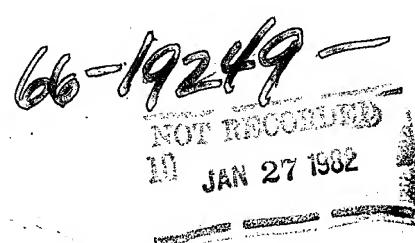
1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

(4)

RWS:lcm



1-00-4  
SEARCHED INDEXED SERIALIZED FILED

File (2-00)

1/8/82

R. W. Scherrer

Classification - 2

PURPOSE:

*RF*  
To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classification (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

166-19249

3 - Mr. Bresson

1 - Mr. Scherrer

(4)

RWS:lcm

66-19249-

DO NOT HIGHLIGHT

02 JAN 26 1982

ORIGINAL FILED IN

File (206-00)

1/8/82

R. W. Scherrer

Classification - 206

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

66-19249-  
NOT RECORDED  
12 FEB 3 1982

60FEB 05 1982 76

File (12-00)

1/8/82

R. W. Scherrer

Classification - 12

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson  
1 - Mr. Scherrer  
RWS:lcm(4)

66-19249-

RECEIVED  
FEB 3 1982

OPTIONAL FORM NO. 10  
MAY 1962 EDITION  
GSA GEN. REG. NO. 27

File (6-00)

1/8/82

R. W. Scherrer

Classification - 6

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson

1 - Mr. Scherrer

RWS:lcm(4)

66-19249-  
NOT RECORDED  
40 FEB 1 1982

ORIGINAL FILED IN 6-00-19

File (7-00)

1/8/82

R. W. Scherrer

*See*  
Classification - 7

PURPOSE:

To place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Service (NARS), on record.

RECOMMENDATION:

For information.

DETAILS:

During the course of an extensive review of FBIHQ records conducted by NARS in connection with the civil matter "American Friends Service Committee, et al v. William H. Webster, et al", USDC, WDC, Civil Action Number 79-1655, historical synopses were prepared by NARS archivists for each of our administrative and investigative classifications (1 through 213). These historical synopses provide an excellent summary of the evolution of each classification and may be of value for future reference and research. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1-66-19249

1 - Mr. Bresson  
1 - Mr. Scherrer  
RWS:lcm(4)

*60*  
60FEB 11 1982

*66-19249-*  
NOT RECORDED  
8 FEB 2 1982

1-66-19249-  
ORIGINAL FILE # 1-66-19249

AIRTEL.

8/2/85

Director, FBI (66-3286 Sub B)

## PERSONAL ATTENTION

All SACs

DESTRUCTION OF RECORDS *SP 100-100*  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRaisal OF FBIHQ AND FIELD RECORDS  
BUDED: 9/4/85

ReBuairtel to all SACs, dated 7/9/85, captioned  
as above.

ReBuairtel provided instructions for preservation of exceptional cases (including auxiliary office cases) maintained in field offices, as determined through a review of FBIHQ cases which were identified during the course of captioned appraisal, and/or provided by NARA's outside consultants and historians.

An attachment has been prepared for each field office, and you are requested to affix the rubber stamp, "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," to file covers of cases listed on your attachment. You are not required to conduct a further review of your files, nor are you required to affix the stamp to a file previously identified as exceptional.

All offices are requested to advise FBIHQ, Attention: Records Section, Records Management Division, Room 5935, that action has been completed by COB 9/4/85. You are reminded that destruction authority will not be granted until all permanent records are identified and the litigation program is current.

**Enclosure**

1 - 66-19249  
1 - Mr. Otto  
1 - Each Assistant Director  
1 - Mr. Scherrer  
1 -   
1 -   
SLH/CMG:jls (141)

SLH/CMG:jls (141)

b6  
b7c

(See NOTE Page 2)

(See NOTE Page 2)

53 SEP 13 1985

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- 4 Rows/avg

Airtel to All SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Buded: 9/4/85

NOTE: Field offices are being requested to preserve files that were identified by NARA as exceptional. Offices are being provided with an attachment containing exceptional records for their respective offices for stamping and no further review is required. A deadline was established to ensure a timely response by all offices.

TRANSMIT VIA: AIRTEL

CLASSIFICATION: \_\_\_\_\_

DATE: 9/6/85

FROM: Director, FBI (66-3286 Sub B)

PERSONAL ATTENTION

TO: All SACs

DESTRUCTION OF RECORDS  
 NATIONAL ARCHIVES AND RECORDS *Service* ADMINISTRATION (NARA)  
 APPRAISAL OF FBIHQ AND FIELD RECORDS  
 BUDED: 10/25/85

ReBuairtels to all SACs, dated 3/8, 4/17, and 6/20/84  
 and 5/29, 7/9, and 8/2/85, and Buairtel to all SACs and Legats,  
 dated 11/26/84, captioned as above.

Referenced communications furnished instructions to assist in identifying historical records and provided historical case numbers as determined from the review of FBIHQ files. Instant airtel will update the program and resolve discrepancies which have been detected and verified with NARA since issuance of the initial instructional directives.

A complete listing of file classifications included in reBuairtels 3/8, 4/17, and 6/20/84, and their respective instructions are set forth hereafter and will require updating from approximately March, 1984, unless the instructions are altered due to discrepancies or all action was completed upon receipt of initial communication. Classifications which require a review for FBIHQ file numbers (or subject matter if file number is unknown) and subsequent notification to FBIHQ are identified by (\*); classifications which have revised instructions due to discrepancies are identified by (\*\*\*) and may require a more thorough review. Any additional historical records identified through the review should have the legend, "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," affixed to the file cover.

① - 66-19249  
 1 - Mr. Mintz  
 1 - Mr. Otto  
 1 - Mr. Revell  
 1 - Each Assistant Director  
 1 - Mr. Scherrer  
 1 -

1   
 1   
 1 - Manuals Desk

16-19249  
 NOT RECORDED

NOV 27 1985

b6  
b7C

CMG:cm (141)

SEE NOTE ON PAGE 11

53 DEC 6 1985

DUPLICATES YELLOW

4 RWS/cmg  
FBI/DOJ~~ALL INFORMATION CONTAINED~~

Airtel to All SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Buded: 10/25/85

Classification

Instructions

1	All "OO" (policy) files.
*2	Office of Origin multisection (two or more sections) cases and/or cases with 40 or more serials.
3	Office of Origin and Auxiliary Office multisection (two or more sections) cases created prior to 1978 (12/31/77). (Action is completed, item included only for accountability.)
3	Office of Origin multisection (two or more sections) cases created subsequent to 1977 (1/1/78).
*12	Office of Origin multisection (two or more sections) cases.
14	Office of Origin multisection (two or more sections) cases.
**23	All Office of Origin cases created prior to 1978 (12/31/77). (You were previously instructed to preserve multisection cases only.)
28	Office of Origin multisection (two or more sections) cases.
*31	Office of Origin multisection (two or more sections) cases.
31	Office of Origin control files.
39	Office of Origin multisection (two or more sections) cases.
44	All Office of Origin cases created prior to 1978 (12/31/77). (Action is completed, item included only for accountability.)

Airtel to All SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Dated: 10/25/85

44 Office of Origin multisection (two or more sections) cases created subsequent to 1977 (1/1/78).

\*46 Washington Field Office only. Office of Origin multisection (two or more sections) cases.

50 All Office of Origin cases.

\*54 Office of Origin multisection (two or more sections) cases.

\*58 Office of Origin multisection (two or more sections) cases.

61 All Office of Origin and Auxiliary Office cases.

64 Office of Origin multisection (two or more sections) cases.

65 All Office of Origin cases created prior to 1939 (12/31/38). (Action is completed, item included only for accountability.)

81 Butte and Portland only. All Office of Origin and Auxiliary Office cases.

\*\*88 Office of Origin multisection (two or more sections) cases created prior to 1978 (12/31/77). (No time period was designated previously. Files stamped for the period subsequent to 1977 may remain intact. Noted at FBIHQ to be handled with destruction authority. Action is completed, item included only for accountability.)

\*89 Office of Origin multisection (two or more sections) cases.

\*97 Office of Origin cases with 30 or more serials.

\*101 All Office of Origin and Auxiliary Office cases.

Airtel to All SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Buded: 10/25/85

102 All Office of Origin cases.

\*\*106 Office of Origin multisection (two or more sections) cases. (No instructions were issued previously.)

108 All "OO" (policy) files.

109 All Office of Origin and Auxiliary Office cases.

110 All Office of Origin cases.

\*\*113 All Office of Origin cases. (You were previously instructed to preserve multisection cases only.)

116 Cases created between November, 1947, and September, 1948, which contain no correspondence between the field office and FBIHQ (no corresponding FBIHQ file). (Action is completed, item included only for accountability.)

117 Office of Origin multisection (two or more sections) cases.

119 Washington Field Office only. All Office of Origin cases.

122 Office of Origin multisection (two or more sections) cases and/or cases with 11 or more serials.

129 All Office of Origin and Auxiliary Office cases.

\*143 Office of Origin multisection (two or more sections) cases.

\*145 Office of Origin multisection (two or more sections) cases.

\*147 Office of Origin multisection (two or more sections) cases.

Airtel to All SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Buded: 10/25/85

- 156 Office of Origin multisection (two or more sections) cases.
- 157 Office of Origin multisection (two or more sections) cases.
- 158 All Office of Origin cases.
- \*159 Office of Origin multisection (two or more sections) cases.
- \*162 Office of Origin multisection (two or more sections) cases.
- \*165 Office of Origin multisection (two or more sections) cases.
- \*166 Office of Origin multisection (two or more sections) cases.
- \*168 Office of Origin multisection (five or more sections) cases.
- 172 Office of Origin multisection (two or more sections) cases.
- 173 All Office of Origin cases created prior to 1978 (12/31/77). (Action is completed, item included only for accountability.)
- 173 Office of Origin multisection (two or more sections) cases created subsequent to 1977 (1/1/78).
- \*174 Office of Origin multisection (two or more sections) cases.
- 175 Office of Origin multisection (two or more sections) cases and/or cases with eight (8) or more serials.
- 176 All Office of Origin cases.

Airtel to All SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Buded: 10/25/85

\*\*177

All Office of Origin cases created prior to 1978 (12/31/77). (No time period was designated previously. Files stamped for the period subsequent to 1977 may remain intact. Noted at FBIHQ to be handled with destruction authority. Action is completed, item included only for accountability.)

179

Office of Origin multisection (two or more sections) cases created prior to 1978 (12/31/77). (Action is completed, item included only for accountability.)

\*179

Office of Origin multisection (two or more sections) cases created subsequent to 1977 (1/1/78).

\*182

Office of Origin multisection (two or more sections) cases.

\*/\*\*183

Office of Origin multisection (two or more sections) cases and/or cases with 30 or more serials. (You were not previously instructed to furnish corresponding case numbers to FBIHQ.)

\*185

Office of Origin multisection (two or more sections) cases.

188

Office of Origin multisection (two or more sections) cases and/or cases with 10 or more serials.

\*191

Office of Origin multisection (two or more sections) cases.

199

Office of Origin multisection (two or more sections) cases and/or cases with 20 or more serials.

\*/\*\*200

Office of Origin multisection (two or more sections) cases and/or cases with 25 or more serials. (You were previously instructed to

Airtel to All SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Dated: 10/25/85

preserve multisection cases only. Cases should be reviewed for FBIHQ file numbers for cases with 25 or more serials in addition to multisection cases.)

202 Office of Origin multisection (two or more sections) cases.

205 Office of Origin and Auxiliary Office multisection (two or more sections) cases and/or cases with 20 or more serials.

211 All Office of Origin and Auxiliary Office cases.

212 All Office of Origin cases.

Historical cases identified in the foregoing classifications prefixed by (\*), namely; 2, 12, 31, 46, 54, 58, 89, 97, 101, 143, 145, 147, 159, 162, 165, 166, 168, 174, 179, 182, 183, 185, 191, and 200 should be reviewed for the corresponding FBIHQ file number and the file numbers should be forwarded to FBIHQ for preservation.

Multisection Cases Identified at FBIHQ

The updated review of FBIHQ multisection cases in certain classifications to determine the corresponding Office of Origin file numbers is completed and the results are set forth hereafter by Office. The legend, "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," should be affixed to the respective file covers. Classification 145 was not previously reviewed for Office of Origin file numbers due to a discrepancy in the instructions.

Albany	7-623	Baltimore	7-1423
			60-432
Albuquerque	145-4		87-12034
	198-1124		145-56
Alexandria	58-276		145-155
	166-489		145-422
Atlanta	44-5874		145-683
	44-5997		145-675
	145-638		149-443

Airtel to All SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Dated: 10/25/85

Birmingham	2-28	Las Vegas	145-174
	44-4037		145-229
Boston	88-8697		145-344
	89-245		145-364
	145-545	Little Rock	157-1298
	182-1018		157-2203
Butte	7-742	Los Angeles	44-4186
	145-95		44-4412
Charlotte	88-16581		44-4544
	88-16583		91-29355
	145-16		145-38
	145-410		145-245
Chicago	145-21		145-345
	145-126		145-545
Cleveland	145-457		145-901
	145-692		145-979
Columbia	145-8		145-1033
Dallas	44-9240		157-3912
	145-13		174-3491
	145-26		185-246
	145-72		200-1191
Denver	44-1810	Miami	7-1698
	145-256		44-4015
Detroit	2-90		44-4067
	88-16573		44-4092
	200-591		145-475
El Paso	44-1369		183-510
Honolulu	44-353	Milwaukee	7-872
	145-88		7-897
	174-1041		44-1220
	200-106	Minneapolis	70-9783
Houston	145-130		145-16
	145-299	Mobile	44-4393
Indianapolis	145-409	Newark	44-2671
Jackson	44-5748		44-2715
Jacksonville	88-15358		145-826
	145-194		202-758
	145-269		
	145-275		
Kansas City	44-2679		
	145-238		
Knoxville	162-28		

Airtel to All SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Dated: 10/25/85

New Orleans	44-7794	Sacramento	44-1414
	44-8178	San Antonio	44-5382
	44-8307		200-270
	145-98	San Diego	145-145
	145-350	San Francisco	60-239
	145-352		70-7741
	145-446		145-577
	145-450		145-809
	145-534		158-14
	145-544		200-2010
New York	44-3664		200-3003
	145-13	San Juan	145-31
	145-45		174-958
	145-224	Seattle	44-975
	145-331	Springfield	145-189
	145-671		145-328
	145-2323	Tampa	145-6
	145-2497		145-325
	145-2802	Washington	7-1619
	145-2818	Field	79-399
	145-3093		145-15
	145-3829		145-152
	174-3121		145-421
	182-2016		145-500
	200-1116		145-537
	200-1857		174-984
	200-2150		174-1008
	200-4461		200-6664
	200-4610		
	200-4862		
	202-2198		
Norfolk	88-3476		
Oklahoma City	145-223		
Omaha	7-1053		
Philadelphia	44-4204		
	44-4256		
	145-594		
Phoenix	200-187		
Pittsburgh	44-2170		
	145-356		
	145-524		
	200-714		
Portland	91-9941		
Richmond	44-1678		

Airtel to All SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Dated: 10/25/85

Exceptional Cases Identified at FBIHQ

The updated review for corresponding field office (including Auxiliary Office) file numbers from FBIHQ cases containing 20 or more sections in additional classifications has been completed for an exceptional category of historical records. The results are set forth hereafter and the legend, "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," should be affixed to the respective file covers.

Boston	76-394	New York	3-13 87-81067 100-7546
Chicago	62-3802 100-1973		183-2285 245-3
Cleveland	26-436	San Antonio	47-929 89-243
Dallas	76-811		89-250
Detroit	46-724 46-1187	San Diego	79-36
El Paso	26-2523	San Juan	183-108
Los Angeles	100-16080 199-520	Salt Lake City	100-335
Newark	245-3	Springfield	44-27 159-152
		Washington Field	3-4 3-5 46-1774

All offices are requested to furnish corresponding FBIHQ file numbers to aforementioned field office historical cases and advise FBIHQ, Attention: Records Section, Records Management Division, Room 5935, that action has been completed by COB 10/25/85. Inquiries may be directed to telephone extension 4819 (temporary). Destruction authority cannot be granted until historical cases are identified and the litigation program is current.

Airtel to All SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Buded: 10/25/85

NOTE: Field offices are being requested to conduct an annual update of previous instructions to identify historical records, furnish corresponding FBIHQ file numbers for preservation, and stamp multisection and exceptional records identified at FBIHQ, by established deadline.



General  
Services  
Administration

National Archives  
and  
Records Service

Washington, DC 20408

JUL 11 1984

FEDERAL GOVERNMENT

Mr. Robert Scherrer  
Section Chief  
Records Section  
Records Management Division  
Federal Bureau of Investigation  
Washington, DC 20535

cmw  
gloss

National Archives  
AND RECORDS SERVICE

Dear Bob:

I agree with your proposed destruction of the "Sound Recording Reference File." These recordings are not Federal records. The originals will be maintained by the manufacturers who have copyright and commercial interests in their preservation. The disposition statement should be modified to reflect the Bureau's desire for both immediate and ongoing disposal authority. I suggest the following wording:

Destroy existing phonorecords immediately. Destroy phonorecords acquired hereafter on an ad hoc basis when obsolete, or superseded or when current agency use ceases.

b6  
b7C

If you have any questions about this, please feel free to contact [redacted]

Sincerely,

JAMES E. O'NEILL  
Assistant Archivist for Presidential Libraries  
and Director, FBI Appraisal Task Force

66-19249-340

No ack nec  
8/5/84 cmw

16 OCT 22 1984

53 NOV 1 1984

38-3110  
UNRECORDED COPY FILED IN

# Memorandum



Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. Cong. & Public Affs. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Mr. Monroe *cm/rws*

Date 8/15/84

From : R. W. Scherrer *RSW*

Subject : SOUND RECORDING REFERENCE FILE (SRRF)

## National Archives and Records Service

### PURPOSE:

The purpose of this memorandum is to provide immediate authority to the Signal Analysis Unit (SAU), Engineering Section, Technical Services Division (TSD), to dispose of SRRF.

### RECOMMENDATION:

That instant memorandum be referred to SAU, TSD.

#### APPROVED:

Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_

Com. \_\_\_\_\_

Crim. Inv. \_\_\_\_\_

Ident. \_\_\_\_\_

Inspection \_\_\_\_\_

Intell. \_\_\_\_\_

Training \_\_\_\_\_

Director \_\_\_\_\_

Exec. AD-Adm. \_\_\_\_\_

Exec. AD-Inv. \_\_\_\_\_

Exec. AD-LES \_\_\_\_\_

*cm/rws*

*RSW 8/15/84*

### DETAILS:

In response to my letter dated 6/13/84, with attached copies of completed SF 115, Dr. James E. O'Neill has provided immediate disposal authority for the SRRF. Dr. O'Neill's letter, dated 7/11/84, is attached and is self-explanatory.

The modified wording for the disposition statement has been noted in the Records Management Division and the item and modification will be incorporated into the FBI Record Disposition Schedule due to the ongoing nature of the authority.

*Enc. def and handled separately*

66-19249

1 - Mr. Boyd (Attn: )

b6  
b7C

16 OCT 22 1984

1 - Mr. Mintz (Attn: )

1 - Mr. Monroe

1 - Mr. Scherrer

1 -

1 - 28-2199

CMG:jls (8)

*cmg*

*66-19249-341*

*pp*  
53 NOV 1 1984

FBI/DOJ

UNRECORDED COPY FILED 5/8/21/84

# Memorandum



Exec Adm. \_\_\_\_\_  
Exec Ad Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. Cong. & Public Affs. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : MR. MONROE CM

Date 8/22/84

From : J. LEE COLWELL

Subject : CLOSED FILES  
STORAGE FACILITIES

NATIONAL ARCHIVES AND  
RECORDS SERVICE

It is my understanding we have approximately 20,000 square feet of space in the JEH Building that could be freed-up when the order issued by Judge Greene prohibiting the destruction of files is lifted. I am asking that we prepare an impact statement as to how much storage space presently being occupied by closed files would be made available for use in the Hoover Building once that order is lifted.

In recent conversations with Assistant Director Lee Laster in New York, I was advised that approximately half of one floor (the 27th floor), amounting to approximately 12,000 or more square feet, could be retrieved in the New York Division alone. I ask that we survey the field for similar estimates, but to include New York with the survey.

I then would like an informative memorandum prepared for me to the Director setting forth options and recommendations for the Director to consider in talking to the Attorney General regarding initiatives that might be taken by the Department with the Court in order to seek relief for the FBI in connection with Judge Greene's order.

I would ask that you complete this review within the next 60 days and provide a report to me.

1 - Mr. Bayse  
1 - Mr. Glover  
1 - Mr. Groover  
1 - Mr. Mintz  
1 - Long Range Planning Staff

LC:ams  
(7)

9/3/84 C.P. MONROE  
MEMORANDUM TO  
MR. COLWELL  
9/3/84 (RECORDED 9/5)

1.752  
DE-234

66-19249-

343

12 SEP 25 1984

File  
66-19249

AIRTEL

8/29/85

LM Director, FBI (66-3286 Sub B)

All Legats

*Sec. 10*  
DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

BUDED: 10/18/85

ReBuairtels to all Legats, dated 4/25/84 and 7/12/85,  
and Buairtel to All SACs and Legats, dated 11/26/84, captioned  
as above.

Referenced communications furnished instructions to  
assist in identifying historical records and provided historical  
case numbers as determined from the review of FBIHQ files.  
Instant airtel will update the program and resolve inconsistencies  
in the Records Retention Plan and Disposition Schedule which  
have been detected and verified with NARA since the initial  
instructions were issued.

Classifications identified by (\*) on pages two and  
three of this communication will require a complete review  
to ensure that all files meeting the criteria set forth adjacent  
to each classification so marked are appropriately stamped  
for preservation. The remaining classification on pages two  
and three need only be reviewed to identify and stamp for  
preservation those files created subsequent to April, 1984.  
Legat records which have been forwarded to FBIHQ for storage  
and/or conversion to microfiche have been reviewed and stamped  
for preservation pursuant to the revised instructions.

A complete listing of classifications included in  
reBuairtels, as well as additional classifications identified  
during the review of inconsistencies in the Retention Plan,  
are set forth hereafter along with the instructions applicable

1 - 66-19249  
1 - Mr. Otto  
1 - Mr. Mintz  
1 - Mr. Revell  
1 - Each Assistant Director  
1 - Mr. Scherrer  
1 - [redacted]

CMG/TBD:jls (52)

1 - [redacted] F RECORDED  
1 - [redacted] SEP 19 1985  
1 - [redacted] Manuals Desk  
1 - [redacted] Foreign Liaison

b6  
b7C

(See NOTE Page 5)

53 NOV 22 1985

DRAFTED BY [redacted]

4/10/85/cmg

Airtel to All Legats

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Office Records

Buded: 10/18/85

to each classification. Any additional historical files in these classifications (files created since April, 1984) identified during the Legat file review should have the label "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES, affixed to the file covers. Legats, Hong Kong and Mexico City, are not required to conduct the review since all records are historical in those offices and must be stamped accordingly.

<u>Classification</u>	<u>Instructions</u>
2	- Cases with 40 or more serials.
14	- Multisection (two or more sections) cases.
39	- Multisection (two or more sections) cases.
40	- Multisection (two or more sections) cases.
61	- Multisection (two or more sections) cases.
*64	- <u>All cases created prior to 1962 (12/31/61).</u> (You were previously instructed to preserve all multisection cases.)
64	- Multisection (two or more sections) cases created subsequent to 1961 (1/1/62).
65	- Cases with six (6) or more serials.
97	- Cases with 30 or more serials.
100	- Multisection (two or more sections) cases and/or cases with 18 or more serials.
105	- Cases with 15 or more serials.
*109	- <u>All cases.</u> (You were previously instructed to preserve all multisection cases.)
112	- Multisection (two or more sections) cases.
*113	- <u>All cases.</u> (You were previously instructed to preserve all multisection cases.)
134	- All cases.
*137	- <u>All cases.</u> (No previous instructions were provided.)

Airtel to All Legats

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Office Records

Dated: 10/18/85

- 157 - Multisection (two or more sections) cases.
- \*162 - Multisection (two or more sections) cases created subsequent to 1977 (1/1/78). (No previous instructions were provided.)
- 175 - Multisection (two or more sections) cases.
- 185 - Multisection (two or more sections) cases.
- 199 - Multisection (two or more sections) cases and/or cases with 20 or more serials.
- 200 - Multisection (two or more sections) cases.
- 202 - Multisection (two or more sections) cases.
- 205 - Multisection (two or more sections) cases.
- 212 - All cases.

Multisection Cases Identified at FBIHQ

FBIHQ has completed a review of multisection cases in certain classifications to obtain the corresponding Legat file number(s) and the results are set forth hereafter, by office. The legend "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," should be affixed to the respective file covers.

Bern	199-137	Ottawa	185-27 200-205
Bonn	100-2272 163-5172 199-227 200-32		200-252 200-262 200-329
London	62-710 185-45	Paris	199-142
Montevideo	185-10	Rome	199-257
		Tokyo	185-13 200-107 225-5

Airtel to All Legats

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Office Records

Buded: 10/18/85

Exceptional Cases Identified at FBIHQ

The updated review for corresponding Legat file numbers from Headquarters cases containing 20 or more sections in additional classifications has been completed for an exceptional category of historical records. The results are set forth hereafter and the legend, "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," should be affixed to the respective file covers in the corresponding Legat office.

Bern	183-29 199-76	Montevideo	12-4
Bogota	89-5	Ottawa	12-23 89-18 183-70
Bonn	183-29 199-96		199-138 245-5
Canberra	12-24 89-2 199-10	Paris	65-195 89-5 196-71 199-96
Hong Kong	183-51 199-14	Rome	12-26 183-27
London	89-8 199-162		183-51 199-99
Mexico City	89-28		

It will be noted that some files will bear more than one stamp. This is necessary to ensure compliance with the court order in the American Friends Service Committee litigation and the FBI Records Retention Plan and Disposition Schedule currently pending with the U.S. District Court, Washington, D. C.

In addition to above, a review of FBIHQ cases corresponding to Legat cases must be conducted and certain exceptional criteria applied to determine if FBIHQ/Legat cases are of historical value or if they are disposable. All Legats are, therefore, requested to review all cases in the criminal classifications set forth below that:

- (1) have not been stamped for preservation because of the lack of historical or research value.

Airtel to All Legats

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Office Records

Dated: 10/18/85

- (2) have been in a closed status for more than one year.
- (3) are considered to have no administrative or investigative value.
- (4) are not involved in litigation and/or containing FOIPA restrictions.

The aforementioned review should encompass criminal classifications up to and including classification 188 and classifications 195, 198, 205, 206, 209, 210 and 211, the extent of the captioned 1981 NARA Appraisal. This review is not required for classifications 163, 173 or 177, and case numbers need not be forwarded to FBIHQ for these classifications. Upon conclusion of the review, and pending resolution of the American Friends Service Committee litigation, you will be advised of the appropriate disposition for your records.

Legats are requested to advise FBIHQ, Attention: Records Research Unit, Records Section, Records Management Division, Room 5935, that action has been completed by COB 10/18/85.

NOTE: Legats are being requested to preserve historical files identified by FBIHQ and to update the initial instructions, including discrepancies detected and verified with NARA, by established deadline. Legats are also being requested to furnish their file numbers for cases proposed for destruction along with the corresponding Headquarters file numbers to determine from review of the FBIHQ files whether the Legat records possess historical value, or are, in fact, disposable. This matter has been coordinated with the Liaison Unit, Intelligence Division.

# Memorandum



Exec AD Inv. \_\_\_\_\_  
Exec AD Adm. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_ *RLG*  
Legal Coun. \_\_\_\_\_  
Plan. & Insp. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Executive Assistant Director - Administration Date 9/10/84

From : Legal Counsel *Jan*

Subject : ~~CLOSED FILES STORAGE FACILITIES~~

*National Archives and Records*  
REFERENCE: Your memorandum dated 8/22/84 to Mr. MONROE entitled "Closed Files Storage Facilities." *Service*

PURPOSE: To advise you of the initiatives which the FBI or the Attorney General might take to relieve the administrative burden of Judge GREENE's permanent injunction.

SYNOPSIS: The initiatives available are very limited. This conclusion was reached in discussions between LCD and [redacted] Civil Division, DOJ. A status hearing before Judge GREENE, which should be scheduled for mid-October, 1984, should indicate Judge GREENE's thinking and, therefore, influence future initiatives.

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DETAILS: The options considered are as follows:

1. Stipulation: The parties could agree that there are records which can be destroyed immediately. However, due to plaintiffs' desire for broad discovery, the disadvantages of a "quid pro quo" stipulation would outweigh any short term benefit.

[redacted] noted that a stipulation to eliminate the most satisfactory areas of the Records Retention Plan (1977 Plan) would allow plaintiffs to challenge the balance of the 1977 Plan as inadequate. [redacted] also stated that any stipulation "would encourage Judge GREENE to decide on a piecemeal basis" thereby incurring "further delays and removing the effect of the severity of the administrative burden argument in inducing Judge Greene to promptly reach a final decision."

66-19249-344  
4 SEP 21 1984

1 - Mr. Bayse  
1 - Mr. Glover  
1 - Mr. Groover  
1 - Mr. Mintz  
1 - Mr. Monroe  
Attn: Mr. Scherrer

*Postle*  
RJD:bjj (9)

1984 EXPOSURE

1 - Long Range Planning  
1 - [redacted]  
1 - IPALU

CONTINUED OVER

OCT 22 1984 XEROX  
FBI/DOJ

UNRESTRICTED COPY FILED IN  
66-3261-1

Memorandum from Legal Counsel to  
Executive Assistant Director - Administration  
dated 9/10/84  
RE: CLOSED FILES STORAGE FACILITIES

2. Writ of Mandamus. This is an extraordinary remedy used to compel public officials to act. [redacted] stated that there was "no way" that DOJ would consider mandamus to hasten judicial resolution as it is too extreme and would alienate Judge GREENE, even assuming the Court of Appeals would ever consider this.

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3. Administrative Burden Argument. Judge GREENE has not favorably received this argument to date. [redacted] stated this argument can now be raised to negate attempts for continued discovery.

DOJ has suggested that the FBI update the adverse financial, personnel and spatial impact of Judge GREENE's ruling.

4. "In-house" measures. RMD is prepared to increase personnel levels to implement the 1977 Plan. Supplemental budgetary and hiring approvals will be sought immediately following Judge GREENE's ruling.

LCD is reviewing the issue of attorney's fees. It is anticipated that this issue will be raised at a status conference. If attorneys' fees are merited, this should be related at the appropriate moment to avert judicial rebuke.

LCD is coordinating agreement with NARS as to how Grand Jury material under Fed.R.Crim.P. 6(e) should be handled.

5. Background. This memo is the product of LCD meetings with Messrs. [redacted] noted a status conference should be set for mid-October, 1984. This matter was also discussed with Section Chief Scherrer, RMD.

RECOMMENDATION: None, for information.

*File for [redacted] matter 9/13 84  
for [redacted] matter 9/13 84*

APPROVED: *[Signature]*  
Acting Director \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Telecommunications \_\_\_\_\_  
Legal Counsel \_\_\_\_\_  
C.R. Office \_\_\_\_\_  
S. & P. Div. \_\_\_\_\_  
Rec. Rgt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Training \_\_\_\_\_  
[Signature] *CM/B*

MR. MONROE

8/22/84

LEE COLWELL

CLOSED FILES  
STORAGE FACILITIES

It is my understanding we have approximately 20,000 square feet of space in the JEH Building that could be freed-up when the order issued by Judge Greene prohibiting the destruction of files is lifted. I am asking that we prepare an impact statement as to how much storage space presently being occupied by closed files would be made available for use in the Hoover Building once that order is lifted.

In recent conversations with Assistant Director Lee Laster in New York, I was advised that approximately half of one floor (the 27th floor), amounting to approximately 12,000 or more square feet, could be retrieved in the New York Division alone. I ask that we survey the field for similar estimates, but to include New York with the survey.

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I would ask that you complete this review within the next 60 days and provide a report to me.

1 - Mr. Bayse  
1 - Mr. Glover  
1 - Mr. Groover  
1 - Mr. Mintz  
1 - Long Range Planning Staff

LC:ams  
(7)

66-19249-344  
ENCLOSURE

SAC, Atlanta

9/17/84

Director, FBI (66-19249)

PERSONAL ATTENTION

DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

BUDED: 10/5/84

NARS has provided certain subject matter and requested that file material at FBIHQ and office of origin be measured to determine the total volume of this material in cubic feet measurements.

In most instances, the office of origin file numbers have been identified at FBIHQ, and are set out hereafter by field office for your assistance. The office of origin file number could not be determined at FBIHQ for one subject and the subject matter is being provided to enable office of origin to determine its file number. You are only required to provide cubic feet measurements for total volume of the files at this time. To assist you, one letter-sized drawer is equivalent to 1.5 cubic feet and one letter-sized file shelf is .8 cubic foot.

You should forward your response to FBIHQ, Attention: Records Section, Records Management Division, Room 5657, by COB 10/5/84. Inquiries may be directed to Records Disposition and Archival Matters, extension [redacted]

b2

2 - Charlotte  
2 - Indianapolis  
2 - Jackson  
2 - Jacksonville  
2 - Los Angeles  
2 - Memphis  
2 - Mobile  
2 - New Orleans  
2 - New York  
2 - Norfolk  
2 - Philadelphia  
2 - Richmond  
2 - San Francisco  
2 - Tampa

1 - Mr. Monroe  
1 - Mr. Scherrer  
1 - [redacted]  
1 - [redacted]  
1 - [redacted]

b6  
b7C

66-19249-345

(See Note Page 3)

2 10 10 84

Exec AD Inv. 2 -  
Exec AD Adm. 2 -  
Exec AD LES 2 -  
Asst. Dir.: SLH/CMG:jls (36)  
Adm. Servs. [initials]  
Crim. Inv. [initials]  
Ident. [initials]  
Intell. [initials]  
Laboratory [initials]  
Legal Coun. [initials]  
Plan. & Insp. [initials]  
Rec. Mgmt. [initials]  
Tech. Servs. [initials]  
Training [initials]  
Public Affs. Off. [initials]  
Telephone Rm. [initials]  
Director's Sec'y [initials] MAIL ROOM  RWX

53 NOV 28 1984

Letter to SAC, Atlanta  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 10/5/84

<u>Atlanta</u>	100-2162 100-5586 139-29
<u>Charlotte</u>	149-83
<u>Indianapolis</u>	9-1887
<u>Jackson</u>	173-5
<u>Jacksonville</u>	44-412
<u>Los Angeles</u>	UNSUBS: KKK Threat to Bomb L.A. Times Bldg., L.A. Calif., and Threat to Life of President John F. Kennedy, Martin Luther King, and Jimm A. Hood, 6/21/63 Bombing Matters
<u>Memphis</u>	44-1987
<u>Mobile</u>	157-529
<u>New Orleans</u>	44-1540
<u>New York</u>	65-15340
<u>Norfolk</u>	9-467
<u>Philadelphia</u>	149-213
<u>Richmond</u>	157-1385
<u>San Francisco</u>	62-4859
<u>Tampa</u>	9-137 166-22

Letter to SAC, Atlanta  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 10/5/84

NOTE: Based on telephonic request of [redacted]  
through [redacted] both of the NARS Appraisal Staff,  
on 9/10/84. [redacted] requested the total volume of records  
maintained at FBIHQ and office of origin on subjects Ethel  
and Julius Rosenberg and Martin Luther King, Jr. The FBIHQ  
indices search was restricted to main files and the office  
of origin file numbers were determined to assist the respective  
field offices. A deadline of 10/5/84, has been established  
in order to provide a timely response to [redacted]

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APPROVED: File Servs. Laboratory \_\_\_\_\_  
[Signature] \_\_\_\_\_  
Cust. Servs. \_\_\_\_\_  
Spec. Adm. \_\_\_\_\_  
Exec. Adm. \_\_\_\_\_  
Exec. Ad-LES \_\_\_\_\_

# Memorandum



Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Insp. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Off. of Cong.  
& Public Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y. \_\_\_\_\_

To : Mr. Colwell

Date

6/14/85

From : C. P. Monroe *CM*

Subject : RELATIONS WITH THE NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION  
(Bufile 66-19249)

TUMCON  
(Bufile 183-2011)

POSSIBLE UNAUTHORIZED DESTRUCTION OF BUREAU RECORDS;  
OPR MATTER

DEADLINE: 6/19/85

PURPOSE:

To report details of a 5/31/85, inquiry by the Acting Archivist of the United States to the Acting Assistant Attorney General for Administration regarding the alleged destruction of records by the New York Office (NYO) in the "TUMCON" investigation between November, 1981 and June, 1982 as reported in the 5/19/85, edition of The Washington Post, which may have violated an injunction against destruction of FBI records issued on 1/10/80, in the civil matter American Friends Service Committee, et al v. William H. Webster, et al, U. S. District Court, District of Columbia, Civil Action Number 79-1655. Also, to request that Executive Assistant Director (EAD) Otto designate appropriate personnel to expeditiously provide details of the alleged destruction to the Records Management Division (RMD) prior to 6/19/85.

RECOMMENDATION:

(1) To request that EAD Otto designate appropriate personnel to expeditiously provide complete details regarding the alleged destruction of records in the "TUMCON" investigation between November, 1981 and June, 1982, by the NYO, as set forth in the "Details" of instant memorandum.

1-  
ENCLOSURE ATTACHED  
ENCLOSURE

OCT 26 1985 *CM*

Enclosure

66-19249

1 - 183-2011

1 - Mr. Otto

1 - Mr. Revell

1 - Mr. Glover (Attn: )

1 - Mr. Mintz

1 - Mr. Monroe

RWS:cak (9)

APPROVED: Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
Director \_\_\_\_\_ Off. of Cong. \_\_\_\_\_  
Exec. AD Adm. \_\_\_\_\_ Plan. & Insp. \_\_\_\_\_  
Exec. AD Inv. \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
Exec. AD LES \_\_\_\_\_ Training \_\_\_\_\_

1 - Mr. Scherrer  
1 -

*Zeller*  
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b7C

FBI/DOJ

(CONTINUED-OVER)

183-2011-33766-16263-2117  
UNRECORDED COPY FILED IN

Memorandum C. P. Monroe to Mr. Colwell  
Re: Relations With The National Archives and  
Records Administration;  
TUMCON  
Possible Unauthorized Destruction of Bureau Records;  
OPR Matter  
Deadline: 6/19/85

(2) Based on information provided pursuant to Recommendation Number 1, the RMD will prepare a response to the Justice Management Division, Department of Justice.

(3) If information provided indicates that the alleged destruction of "TUMCON" records by the NYO between November, 1981 and June, 1982 violated the injunction issued in the aforementioned civil matter, Assistant Director Charles P. Monroe of the RMD will prepare an affidavit for submission to the U. S. District Court, District of Columbia, in accordance with provisions of orders of the Court. This will be coordinated with the Legal Counsel Division (LCD).

**DETAILS:**

In connection with the civil matter American Friends Service Committee, et al v. William H. Webster, et al, a preliminary injunction (subsequently made permanent) enjoining the FBI from records destruction was issued by U. S. District Judge (USDJ) Harold H. Greene on 1/10/80. Subsequently, Judge Greene instructed that the FBI designate a liaison officer to report any noncompliance with orders issued by the Court. The liaison officer is Assistant Director Monroe of the RMD.

During the afternoon of 6/13/85, Section Chief Robert W. Scherrer, Records Section, RMD, was contacted by [REDACTED] Acting Chief, Records Management Section, Justice Management Division, Department of Justice. [REDACTED] advised that the Acting Assistant Attorney General for Administration received a letter dated 5/31/85, from the Acting Archivist of the United States which attached a copy of a newspaper article that appeared in the 5/19/85, edition of The Washington Post written by Washington Post staff writer George Lardner, Jr. [REDACTED]

Memorandum C. P. Monroe to Mr. Colwell  
Re: Relations With The National Archives and  
Records Administration;  
TUMCON  
Possible Unauthorized Destruction of Bureau Records;  
OPR Matter  
Deadline: 6/19/85

advised that the Acting Archivist of the United States requested the Acting Assistant Attorney General for Administration to ascertain whether allegations contained in the 5/19/85, Washington Post article which indicated that approximately thirty "prosecutive summaries" compiled by the NYO M-8 Squad in the "TUMCON" investigation had been destroyed, were true. According to [redacted] the Acting Archivist of the United States noted the 1/10/80, injunction against FBI records destruction issued in the previously-mentioned civil matter and requested that appropriate inquiries be conducted involving an alleged unauthorized disposal of Federal records. [redacted]

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subsequently delivered a copy of the 5/31/85, letter from the Acting Archivist to the Acting Assistant Attorney General for Administration (copy attached), together with the 5/19/85, Washington Post article. [redacted] advised that the Acting Assistant Attorney General for Administration had established a 6/19/85, deadline to respond to the Acting Archivist's of the United States inquiry.

EAD Otto is requested to designate appropriate personnel to expeditiously provide the RMD with complete details concerning the alleged records destruction as detailed in the 5/19/85, Washington Post article in order that a response to the Justice Management Division may be prepared by the RMD. Should it be established that Judge Greene's 1/10/80, injunction had been violated, it will be necessary for Assistant Director Monroe of the RMD, acting in his capacity as liaison officer to the Court in the previously-mentioned civil matter, to provide the Court with an affidavit setting forth the details of the violation of the 1/10/80, injunction. Should this be necessary, the preparation of Mr. Monroe's affidavit will be coordinated with the LCD.

A copy of instant memorandum has been designated for the Inspection Division, Office of Professional Responsibility, since it contains allegations of improper activity by FBI personnel.

Date

ROUTING AND TRANSMITTAL SLIP

6-13-85

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Robert Scherrer, Chief		
2. Records <del>Systems</del> Section 1634		
3. Room <del>2207</del> , JEH Bldg.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Per our conversation. I would appreciate a written response by June 19, 1985, so that we can prepare a response to the Archivist of the United States.

Please keep me advised on the status of your inquiry.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Act'g Chief 4200, PAT Bldg  
Records Management Section

Room No.—Bldg.

4200, PAT Bldg

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

★ GPO : 1983 O - 381-529 (308)

Prescribed by GSA  
FPMR (41 CFR) 101-11.206

b6  
b7C

# National Archives



Washington, DC 20408

MAY 31 1985

Mr. W. Lawrence Wallace  
Acting Assistant Attorney General  
for Administration  
Justice Management Division  
U.S. Department of Justice  
Washington, DC 20530

Dear Mr. Wallace:

A recent newspaper report (copy enclosed) on the FBI investigation known as Operation Tumcon states that nearly 30 prosecutive summaries compiled by the Bureau's "M8 squad" in New York City were destroyed during a cleanup of the "Tumcon backroom" between November 1981 and June 1982. The destruction of these summaries may represent an unauthorized disposal of records because destruction of FBI records has been and continues to be enjoined under an order of January 10, 1980, in the case of American Friends Service Committee, et al., v. William H. Webster, et al. (United States District Court for the District of Columbia, Civil Action No. 79-1655).

Given our Government-wide responsibility for preservation and disposition of Federal records, I would appreciate your advising me whether the reported destruction of the prosecutive summaries involved an unauthorized disposal of Federal records. If your inquiry does determine that an unauthorized disposal has occurred, we ask that you report it fully to the National Archives and Records Administration in accordance with 36 CFR 1228.104. Thank you for your cooperation in this matter.

Sincerely,

  
FRANK G. BURKE  
Acting Archivist  
of the United States  
((202) 523-3134)

Re: *Frank G. Burke*  
JMD  
5:00 PM  
6/3/85  
Rept  
Enclosure

66-19244-300X  
66-19244-300X  
ENCLOSURE

# Untidy Dispute Complicates Dor

## New York Court Hearings Begin Monday on FBI Tapes Central to

By George Lardner Jr.  
Washington Post Staff Writer

NEW YORK—The FBI called it "the M8 squad." The agents assigned to it set up an observation post behind the peepholes of a cigarette sign in south Bronx.

The 1979 surveillance was directed at the headquarters of "Pellegrino Masselli Meats—Wholesale Dealers," a forbidding concrete-block structure by the Harlem River. The bureau had been assured that a well-placed eavesdropping device would give them "the key to organized crime in the city."

The million-dollar investigation, code-named Operation Tumcon, began as a search for a fugitive kingpin from the French Connection. It ended, years later, with a minority-business fraud case in which 10 men, including Secretary of Labor Raymond J. Donovan, were indicted. The case was brought under New York state law, not federal statutes.

The FBI closed down its inquiry in late 1981 under circumstances still unexplained. According to informed sources, approximately 30 "prosecutive summaries" compiled by the M8 squad, each outlining a potential case, were destroyed.

A bizarre chain of events revived the minority business case that led to the indictment of Donovan last September on state charges of defrauding the New York City Transit Authority of \$7.4 million.

No trial date has been set for Donovan and his codefendants, but the FBI faces an extraordinary set of hearings, starting Monday in Bronx Supreme Court, over its handling of Operation Tumcon.

The inquiry, which is expected to last several weeks, was ordered by Judge John P. Collins to help him determine a series of defense motions to suppress the FBI's "Tumcon tapes," now the central evidence in the Donovan case. Donovan's lawyers also challenged the tapes, but Donovan does not have standing in the upcoming hearings.

Defense lawyers contend the FBI hoodwinked the Justice Department and a federal judge into authorizing the surveillance and that the tapes were obtained illegally. They maintain that two FBI agents assigned to the case kept the criminal activities of their key informer, ex-convict Michael Orlando, from those in charge of the investigation. They say the Tumcon evidence is, as a consequence, irrevocably tainted.

Bronx prosecutors contend that the two agents, Robert Levinson and Lawrence Sweeney, went by the book and informed their superiors in the New York FBI hierarchy as well as the U.S. attorney's office in Manhattan soon after learning of Orlando's involvement in some of the criminal activities under investigation.

The prosecution argues that the electronic surveillance had started months earlier and had produced more than enough evidence, in addition to crimes by Orlando, to justify continuation.

In any case, the federal judge who authorized the eavesdropping and the wiretapping, the late Henry Werker, was never told of the informer's misdeeds. Orlando, a "top echelon" source in FBI parlance, remained on the bureau's payroll, at \$500 a week, for more than a year after the surveillance stopped.

In September 1980, the government "discontinued" him as an informer and decided to charge him, along with William P. Masselli and other confederates, in the only two federal indictments returned as a result of Operation Tumcon.

The dispute, as Judge Collins has suggested, is not tidy. "It has pitted FBI agents against each other and against assistant U.S. attorneys as well as the Department of Justice," Collins said in ordering the inquiry.

The catalyst for all this was Orlando, 44, a one-time schoolteacher who turned to a life of crime that included arson, armed robbery and, by his admission, at least one gangland murder. According to court records and other sources, he was finishing a term for parole violation



William P. Masselli, right, with lawyer

in December 1976 when FBI agent Sweeney heard he could be helpful on some bank robberies and other cases on Long Island where Sweeney was stationed.

Bluffed into thinking that Sweeney could send him back to prison, Orlando served up a few tidbits, got paid for them and, as one source put it, "The information began rolling in," including information about Angelo Tuminaro, the so-called "godfather of drugs."

Levinson, sources say, heard about it as case agent for the Tuminaro fugitive case and coordinator of information for all five Mafia families in the New York area. He was impressed with how much Orlando knew about "all the families [and] where they hung out," even to the extent of naming Masselli as the "representative" of imprisoned drug trafficker Louis Cirillo, a Tuminaro associate.

Told to stay close to Masselli, Orlando got a job as a "salesman" at Masselli's meat plant and, before long, became his righthand man for a salary of \$25,000-plus a year. Orlando was assured he would never have to testify as a government witness and his identity would be protected unless he did "something stupid," sources said.

The Tuminaro connection report-

# novan Case

## Trial



BY LARRY MORRIS—THE WASHINGTON POST  
John Nicholas Iannuzzi, is a codefendant.

edly faltered when he and Masselli had a dispute. But by the fall of 1978, Masselli had branched out, establishing himself as a trucking subcontractor on a number of New York City subway projects for Donovan's company, Schiavone Construction of Secaucus, N.J.

Around this time, the 10-agent M8 squad was formed, primarily to pursue the trails Orlando had outlined. One was Masselli's relationship with a black state senator, Joseph Galiber, Masselli's partner in the Jopel Construction & Trucking Co., whose authenticity as a "minority business enterprise" is at issue in the criminal case involving Donovan.

Orlando and another informer, court records show, also told the FBI that Masselli was receiving loads of hijacked meat and an FBI surveillance team said it spotted a stolen shipment pulling into the plant's truck bay shortly after noon on Nov. 30, 1978. Government prosecutors prepared the papers for a court-ordered surveillance, including an affidavit that Sweeney censored to protect Orlando's identity. Judge Werker signed the order on Jan. 4, 1979, and a special FBI team stole into the warehouse that night to plant a bug in Masselli's office.

"They made it look like a burglary," Masselli's lawyer, John Nicholas Iannuzzi, told a reporter. "We thought it was just some kids. They broke in the door and took some things, little stuff."

Now defense lawyers are claiming that Orlando masterminded the Nov. 30 hijacking to provide an excuse for the surveillance. They also charge that the FBI, particularly Levinson and Sweeney, knew about it, but withheld that information from their superiors and Judge Werker.

Now serving a seven-year prison term for hijacking, Masselli contends that he was persuaded by Orlando to take the hot shipment in return for about \$1,500 Orlando owed him.

"He [Orlando] comes along one day, he brought me some stolen goods," Masselli asserted in a recent interview at the Bronx House of Detention where he is awaiting trial as one of Donovan's codefendants. "He [Orlando] says, 'If you don't take it, I won't be able to pay you.' And I fell for the okey-doke and I took the stuff. And that was the downfall of my whole thing."

Bronx prosecutors dispute the allegation. They say they know of no evidence that Orlando took part in any hijackings until nearly three months after the surveillance started and they point out that he was later prosecuted for those offenses along with Masselli. FBI agents Levinson and Sweeney say they reported Orlando's involvement to FBI Assistant Director Neil Welch on April 9, 1979, and then to U.S. Attorney Robert Fiske at an April 20, 1979, conference arranged by Welch.

The decision the next year to prosecute Orlando at the risk of exposing his status as an informer led, however, to bitter feelings among members of the M8 squad. The recriminations led to an internal inquiry by a high-ranking New York FBI official, Donald T. McGorty.

The findings of the McGorty inquiry have never been made public. And the existence of the Tumcon tapes, which included several mentions of "Ray" Donovan as well as conversations with five other executives of Schiavone Construction, was never mentioned to the Senate

Labor and Human Resources Committee before it voted on Donovan's nomination.

Instead then-FBI Assistant Director Francis M. (Bud) Mullen Jr. told the committee that "no information of pertinence that is not in our report [concerning Donovan] was developed concerning Donovan or the Schiavone Construction Co." He told the committee the FBI had an investigation under way on "the fraudulent establishment of a minority-business enterprise" and that the records of Schiavone had been subpoenaed by a federal grand jury in New York.

Mullen further told the committee, "Neither Mr. Donovan nor Schiavone Construction Co. is the target of this investigation."

Asked about Masselli, whom the report described as a "self-admitted 'soldier'" in the Genovese crime family, Mullen stated, "I do not have any background whatsoever on him."

Indicted on hijacking and narcotics-trafficking charges four months later, Masselli, Orlando and a number of gangland confederates pleaded guilty to reduced charges that fall. The Tumcon tapes were put back under seal.

According to informed sources, the nearly 30 "prosecutive summaries" of other potential cases—three-ring binders including conversations, witness interviews and other relevant evidence distilled from the mountainous main Tumcon file—were destroyed in a clean-up of the "Tumcon backroom" between November 1981 and June 1982.

The supervisor of the M8 squad, FBI agent James E. Moody, told FBI internal investigators in January that his successors "apparently cleaned out the room completely" to make room for another squad. He estimated perhaps 10 of the packages could be reconstructed from files of federal prosecutors in New York and portions of another eight to 10 might be found in organized crime "tickler files" at FBI headquarters.

According to FBI Assistant Director William Baker, Moody also located a copy of one, dealing with a potential prosecution for minority business fraud. Bronx prosecutors have asked the FBI for a copy of that summary but have yet to receive it.

FEDERAL GOVERNMENT

July 15, 1985

Mr. Frank G. Burke  
Acting Archivist of the United States  
National Archives and Records Administration  
Washington, D. C. 20408

SERVICE

Dear Mr. Burke:

Reference your memorandum to the Acting Assistant Attorney General for Administration, dated May 31, 1985, in which you requested to be advised whether the reported destruction of "prosecutive summaries" by the New York Office of the Federal Bureau of Investigation in the "TUMCON" investigation involved the unauthorized destruction of Federal records.

A memorandum dated June 26, 1985, was prepared for the Acting Assistant Attorney General for Administration, Justice Management Division, concerning your inquiry. Subsequent to the receipt of the aforementioned memorandum, the Acting Assistant Attorney General for Administration requested that the Federal Bureau of Investigation respond directly to you. I am enclosing a copy of the June 26, 1985, memorandum to the Acting Assistant Attorney General for Administration, which is responsive to your request.

Should you have any additional questions concerning this matter do not hesitate to have your staff contact Section Chief Robert W. Scherrer, Records Section, Records Management Division,

at [redacted] b2

Sincerely yours,

*Charles P. Monroe*

Charles P. Monroe  
Assistant Director  
Records Management Division

66-19249-361

12 JUL 24 1985

MAILED IT

JUL 17 1985

Enclosure

1 - Mr. W. Lawrence Wallace  
Acting Assistant Attorney General  
for Administration  
Justice Management Division

200 JUL 25 1985

Legal Coun. 66-19249

Off. Cong. & 1 - 183-2011

Public Affs. 1 - Mr. Otto

Rec. Mgmt. 1 - Mr. Revell

Tech. Servs. 1 - Mr. Glover (Attn: [redacted])

Training 1 - Mr. Glover (Attn: [redacted])  
Telephone Rm. 1 MAIL ROOM MINTZ (Route Through for Review)

Director's Sec'y 1 PWS:cak (2)

1 - Mr. Monroe  
1 - Mr. Scherrer  
1 - [redacted]  
1 - [redacted]

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FBI/DOJ

SEARCHED INDEXED COPIED FILED

Mr. Frank G. Burke  
Acting Archivist of the United States  
National Archives and Records Administration

NOTE: A memorandum dated 6/26/85, to the Acting Assistant Attorney General for Administration from Assistant Director Monroe of the Records Management Division was submitted in response to a request of the Department of Justice relative to the 5/31/85, inquiry of the Acting Archivist of the United States. Subsequently, on 7/11/85, Mr. Robert Yahn, Section Chief, Records Management Section, Justice Management Division, requested that the FBI respond directly to the Acting Archivist's request. Instant memorandum attaches a copy of the 6/26/85, memorandum which was responsive to the Acting Archivist's request of the Acting Assistant Attorney General for Administration.

APPROVED:

Adm. Secy. John Laboratory 2/1/86  
Dir. John 2/1/86  
Exec. AD-Adm John 2/1/86  
Exec. AD-Inv. John 2/1/86 Tech. Servs. John  
Exec. AD-LES John 2/1/86 Intel. John Training John

October 22, 1985

Mr. Jack Saunders  
Chief, Accession and Disposal Branch  
Washington National Records Center  
National Archives and Records Administration  
Washington, D. C. 20409

FEDERAL GOVERNMENT

Dear Mr. Saunders:

This is in response to your letter, postmarked October 11, 1985, with enclosure, regarding 790 cubic feet of investigative records of the Federal Bureau of Investigation (FBI), which are stored at the Washington National Records Center (WNRC) as Accession Number 65-83-0011.

Attached herewith is a copy of a letter, dated May 2, 1983, directed to me from [redacted] Acting Assistant Archivist for Federal Records Centers, which authorized storage of the aforementioned records with the understanding that the records would be eligible for immediate disposal upon adjudication of the current court order prohibiting destruction. The court order continues to govern the disposition of FBI records and, in view of the longevity of this moratorium we have witnessed to date, any "New Review Date" designated by me at this time would be based on conjecture. Therefore, the incompletely filled form is being returned herewith. Please be assured that upon termination of the current moratorium, the FBI will take immediate action to retrieve and apply authorized disposition to the records.

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If I can offer further assistance in this matter, please contact me at telephone [redacted]

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Sincerely,

Robert W. Scherrer  
Section Chief  
Records Section  
Records Management Division

*66-19249-362*

10 OCT 30 1985

1 - Mr. Scherrer  
1 - [redacted]  
1 - [redacted]

SEE NOTE PAGE TWO

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MAILED 5  
OCT 23 1985  
FBI  
Enclosures (2)  
Exec AD Adm. 66-18966  
Exec AD Inv. 66-18966  
Exec AD LES 1 - 66-19249  
Asst. Dir.: 1 - Mr. Davis (Attn: [redacted])  
Adm. Servs. 1 - Mr. Monroe  
Crim. Inv. 1 - Mr. Monroe  
Ident. CMG:cgz (9)  
Insp. [redacted]  
Intell. [redacted]  
Lab. [redacted]  
Legal Coun. [redacted]  
Off. Com. [redacted]  
Public Off. [redacted]  
Rec. Mgmt. [redacted]  
Tech. Servs. [redacted]  
Training [redacted]  
Telephone Rm. MAIL ROOM [redacted]  
Director's Sec'y [redacted]

UNRECORDED COPY FILED IN 66-19249-362

DEC 2 1985  
FBI/DOJ

NOTE: Based on letter (undated) from Mr. Saunders, which enclosed "Agency Review for Contingent Disposal" form for completion to specify dates for disposal of records stored at WNRC or new review dates. The current status of the moratorium on destruction precludes completion of the form inasmuch as disposal is prohibited at this time and establishing a new review date would be misleading. Copies of referenced letter and accompanying form are attached for information.



# Washington National Records Center

Washington, DC 20409

FEDERAL GOVERNMENT

NATIONAL ARCHIVES AND RECORDS SERVICE

Dear Records Officer:

The records described on the enclosed GSA Form(s) 3165 are scheduled for disposal upon completion of some action or event. Please review these records to determine if they now may be destroyed, and return the completed forms to our office not later than February 1, 1986. If the action or event has not taken place please note on the form(s) when we should contact you again to determine the eligibility of the records for destruction.

In accordance with 36 CFR 1208.164 we have authority to return the records to you if you do not respond to our notice(s). Although we will not take this measure without additional correspondence, we are mentioning it now to emphasize the importance we place on your response to our notice(s).

If you have any questions about this please do not hesitate to call me on 301-763-7504.

Sincerely,

  
JACK SAUNDERS  
Chief, Accession  
and Disposal Branch

Enclosure

66-19249-363

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DEC 2 1985

UNRECORDED CONTROL NO. 66-19249-363



General  
Services  
Administration

National Archives  
and  
Records Service

Washington, DC 20408

May 2, 1983

Mr. Robert W. Scherrer, Section Chief  
Records Systems Section  
Records Management Division  
Federal Bureau of Investigation  
Washington, DC 20535

Dear Mr. Scherrer:

This responds to your letter of April 20, 1983 regarding transfer of records to the Washington National Records Center (WNRC). Given the FBI's commitment to screen the numbering abstracts for disposition, once the retention plan and disposition schedule for FBI records has received court approval, I am authorizing their transfer to WNRC.

In view of the information provided in your letter, and from the stand-point of ensuring Governmental economy, I also am authorizing WNRC to accept a one-time transfer of 790 cubic feet of hard-copy investigative files duplicated on microfilm. We understand that the records will be eligible for immediate disposal as soon as the current court order enjoining the disposal of FBI records is lifted.

If you have further questions on this matter, please let me know.

*Linda N. Brown*  
LINDA N. BROWN  
Acting Assistant Archivist  
for Federal Records Centers

66-19249-363  
ENCLOSURE

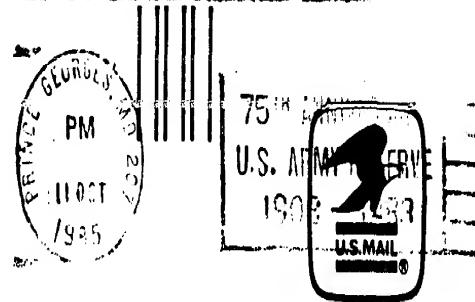
AGENCY REVIEW FOR CONTINGENT DISPOSAL			DATE OF NOTICE 10/01/85	DISPOSAL DATE C86				
<p>THE RECORDS DESCRIBED ARE NOW SCHEDULED FOR DISPOSAL, CONTINGENT ON COMPLETION OF SOME ACTION OR EVENT. PLEASE REVIEW THIS ACCESSION TO DETERMINE WHEN THE RECORDS MAY BE DESTROYED AND RETURN THIS FORM INDICATING YOUR APPROVAL OR DISAPPROVAL. IF YOU APPROVE, THE RECORDS WILL BE DESTROYED ON THE DATE YOU INDICATE BELOW. IF YOU DISAPPROVE, PLEASE INDICATE A NEW REVIEW DATE. NO ACTION WILL BE TAKEN ON THESE RECORDS UNTIL THIS FORM IS RETURNED TO OUR OFFICE.</p> <p>PLEASE ACT PROMPTLY.</p>			<p>RECORDS DESCRIPTION</p> <table border="1"> <tr> <td>ACCESSION NUMBER 065-83-0011</td> <td>SUBGROUP</td> </tr> <tr> <td>DISPOSAL AUTHORITY IINNA223</td> <td>VOLUME (Cu. ft.) 790</td> </tr> </table> <p>SERIES DESCRIPTION</p> <p>INVEST FILES 5/83</p>		ACCESSION NUMBER 065-83-0011	SUBGROUP	DISPOSAL AUTHORITY IINNA223	VOLUME (Cu. ft.) 790
ACCESSION NUMBER 065-83-0011	SUBGROUP							
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<input type="checkbox"/> APPROVED	DISPOSAL DATE (Month and year)	<input type="checkbox"/> DIS- APPROVED	NEW REVIEW DATE (Year)	ADDRESS OF FEDERAL RECORDS CENTER				
SIGNATURE		TITLE	DATE	WASHINGTON NATIONAL RECORDS CENTER WASHINGTON, DC 20409				

GENERAL SERVICES ADMINISTRATION

GSA FORM 3165 (REV. 3-80)

Washington National Records Center  
Washington, DC 20409  
NCWA

Official Business  
Penalty for Private Use, \$300



Postage and Fees Paid  
National Archives and  
Records Administration  
NARA-362

Federal Bureau of Investigation  
Records Management Division  
J. Edgar Hoover Building, Rm 5829  
10th Street & Pennsylvania Ave., NW  
Washington, DC 20535

## Memorandum



To : ALL SACs

Date 11/22/85

## PERSONAL ATTENTION

From : Director, FBI (66-19249)

Subject X DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRaisal OF FBIHQ AND FIELD OFFICE RECORDS

BUDED: 1/17/86

ReBuairtel to all SACs and Legats, 7/27/83.

FBIHQ is preparing the second historical record collection for transfer to the National Archives. The collection consists of cases in the 61 (Treason) classification over 50 years old (to 1/1/36); cases in the 44 (Civil Rights) classification over 30 years old (to 1/1/56); a collection of obsolete, microfilmed criminal/applicant classifications over 30 years old; and related index cards. All offices were previously canvassed for files of the 61 classification (to 1/1/34) and the current request will supplement the previous collection.

In order to make the current transfer collection complete, all offices are requested to forward relevant files from the 61 and 44 classifications to FBIHQ for processing. The files should contain no correspondence after the respective cut-off dates, and restrictions regarding pending litigation and FOIPA requests should be observed. In order to permit continued access to the files until physical transfer to the National Archives is accomplished and to ensure compliance with FOIPA regulations, each office is being provided with a supply of index cards which will serve as temporary charge-outs for the original cards. Pertinent data from the original index card should be transferred to the temporary card to permit uninterrupted searching and file retrieval capabilities. After physical transfer is completed and NARA has assumed custody of the records, the temporary cards will be removed from the indices and destroyed.

NRRA has assumed custody of  
be removed from the indices

Exec. AD-Adm. \_\_\_\_\_  
Exec. AD-Inv. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_  
Asst. Dir.: **Enclosure**  
Adm. Servs. \_\_\_\_\_ I - 66-19268  
Crim. Inv. \_\_\_\_\_ I - Mr. Mintz  
Ident. \_\_\_\_\_ I - Mr. Otto  
Inspection \_\_\_\_\_ I - Mr. Revell  
Intell. \_\_\_\_\_ I - Each Assistant Director  
Laboratory \_\_\_\_\_ I - Mr. Scherrer  
Legal Coun. \_\_\_\_\_ I -  
Off. of Cong.  
& Public Affs. CMG:laj (141)  
Rec. Mgmt. *Copy*  
Tech. Servs. \_\_\_\_\_  
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Telephone Rm. *241*  
Director's Sec'y. \_\_\_\_\_

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(SEE NOTE PAGE 3)

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**MAIL ROOM**

Memorandum to ALL SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)  
Appraisal of FBIHQ and Field Office Records

Classifications 11, 13, 18, 20, 21, 22, 24, 30, 34, 53, 59, 84 and 85, obsolete, microfilmed criminal classifications, and classification 37, an applicant classification, are also being processed for transfer. According to documentation prepared by NARA during captioned appraisal, field offices no longer maintain records in the majority of these classifications. Since the disposition schedule requires the preservation of office of origin cases in the 18 and 59 classifications which correspond to exceptional cases identified at FBIHQ, you are requested to review your existing files in classifications 18 and 59 for the FBIHQ file number. The files will be reviewed at FBIHQ, exceptional criteria applied, and each office will be notified of the permanent files to be forwarded to FBIHQ for inclusion in the transfer collection.

Several offices have inquired about the disposition of research monographs which are outdated and no longer serve a purpose. FBIHQ is compiling an archival collection of the monographs and, to ensure that the collection is complete, offices which no longer have a need for the monographs may forward their copies along with the above historical records. FBIHQ will destroy duplicate copies upon resolution of the pending litigation.

All offices are requested to forward the following records/data to FBIHQ, Attention: Records Section, Records Management Division, Room 5935, by COB 1/17/86:

Office of Origin and Auxiliary Office cases over 50 years old (to 1/1/36) in the 61 classification and related index cards.

Office of Origin cases only over 30 years old (to 1/1/56) in the 44 classification and related index cards.

FBIHQ file numbers which correspond with cases in the 18 and 59 classifications maintained in your office.

Research monographs which no longer serve a purpose.

Form FD-478 (List of Files Destroyed/Transferred to FBIHQ) should be properly executed to document the transfer of the investigative files to FBIHQ.

Memorandum to ALL SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)  
Appraisal of FBIHQ and Field Office Records

Inquiries regarding the aforementioned instructions may be directed to telephone extensions 2168 or 3624.

NOTE: Field offices are being requested to forward records of the 44 and 61 classifications to supplement the Headquarters file collection for transfer to the National Archives; to provide the FBIHQ file numbers of existing cases in the 18 and 59 classifications for application of exceptional criteria at FBIHQ; and to forward research monographs which no longer serve a purpose. The latter will supplement the archival collection and copies will be furnished to the Research Unit, Public Affairs Section, Office of Congressional and Public Affairs, pursuant to their request. A deadline of 1/17/86 was established to ensure timely completion.

APPROVED: Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
Director \_\_\_\_\_ CIO of Cong. \_\_\_\_\_  
Exec. AD-Adm. \_\_\_\_\_ R. P. in Adm. \_\_\_\_\_ *MM* *MB*  
Exec. AD-Inv. \_\_\_\_\_ I. N. C. I. C. \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_ Intell. \_\_\_\_\_ Training \_\_\_\_\_

*Revt*

# Memorandum



Exec AD Inv. \_\_\_\_\_  
Exec AD Adm. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
    Adm. Servs. \_\_\_\_\_  
    Crim. Inv. \_\_\_\_\_  
    Ident. \_\_\_\_\_  
    Intell. \_\_\_\_\_  
    Laboratory \_\_\_\_\_  
    Legal Coun. \_\_\_\_\_  
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    Tech. Servs. \_\_\_\_\_  
    Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Mr. Monroe *cm/rmk*

Date 1/31/86

From : R. W. Scherrer *Rmk*

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

*Service*

PURPOSE: The purpose of this memorandum is to record the results of a request of all offices to respond to FBIHQ regarding retention of historical records.

RECOMMENDATION: None. For record purposes.

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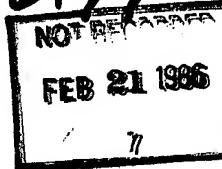
*cm/rmk*

DETAILS: By airtel dated 5/29/85, captioned "Destruction of Records; National Archives and Records Service (NARS); Appraisal of FBIHQ and Field Records," all SACs were requested to preserve cases from an exceptional category of records which resulted from captioned appraisal and subject matter provided by NARA's outside consultants and historians. Each office was provided with an attachment containing corresponding file numbers to exceptional cases identified at FBIHQ.

All offices have advised that action is completed, and copies of responses are filed as an enclosure to this communication.

*44 ENCLOSURE*

*66-19249-*



Enclosures

66-3286 sub B

1 - 66-19249

1 - Mr. Davis (Attn: )

1 - Mr. Monroe

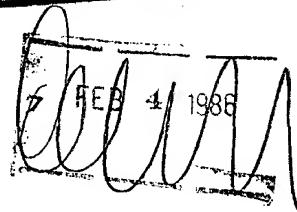
1 - Mr. Scherrer

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VEH:cgz (8)

*VEH*



*1/31/86*

*Yank*  
FBI / DOJ

ORIGINAL FILED IN  
66-3286-B



U.S. Department of Justice

Office of Legal Counsel

Office of the  
Deputy Assistant Attorney General

Washington, D.C. 20530

FEDERAL GOVERNMENT

FEB 27 1986

MEMORANDUM TO RICHARD K. WILLARD  
Assistant Attorney General  
Civil Division

Re: Authority of the FBI to Transfer Restricted  
Records to the National Archives and  
Records Administration

Service

This responds to [redacted] your request for our advice as to whether the Federal Bureau of Investigation may transfer to the [redacted] National Archives and Records Administration three types of records that are subject to statutory restrictions against disclosure: tax return information (26 U.S.C. 6103), grand jury materials (Fed. R. Crim. P. 6(e)), and Title III electronic surveillance materials (18 U.S.C. 2510 *et seq.*) We note that this question has arisen in connection with litigation now pending in the United States District Court for the District of Columbia. While we generally do not issue opinions regarding matters in litigation, we agree that it is appropriate for us to provide informal advice in the present instance because of the interagency disagreement and, more importantly, because this Office previously issued an opinion and furnished informal advice regarding the transfer of tax information to the Archives. (Copies of these memoranda are attached.)

66-19249-  
We have thoroughly reexamined these prior memoranda, and we concur in their conclusion that the statutory provisions generally empowering the Archivist to obtain and open up 30-year-old records that are subject to statutory restrictions (see 44 U.S.C. 2107(e), 2108(a)) do not reach tax returns and tax return information, which are strictly protected by the Tax Reform Act of 1976, 26 U.S.C. 6103. The Tax Reform Act expressly and unequivocally prohibited the disclosure of tax returns or tax return information except as authorized by that Act (26 U.S.C. 6103(a)). The legislative history of the Act makes clear that these provisions expressed a strong congressional intent to maintain [redacted] *NOT PERTINENT*

12 MAR 5 1986

<sup>1</sup> American Friends Service Committee v. Webster, Civil Action No. 79-1655 (D.D.C.)

12 MAR 25 1986

*g-Del Grosset*

strict privacy for such information. See our memo of Sept. 27, 1977, at 218. Because neither the statutory language nor legislative history of the Act provides any indication that Congress intended to allow the Archives to obtain such information and permit public access after 30 years, we continue to believe that this specific, subsequent enactment must take precedence over the previously enacted and more general terms of the provisions relating to the Archivist. <sup>2</sup> We must assume that the members of Congress who voted for the Tax Reform Act understood it to mean what the plain language of section 6103(a) says, *viz.*, that tax returns and tax return information would be disclosed only under the carefully prescribed conditions set out in the Act. We think it is unrealistic to assume that Congress intended (but neglected to mention) that such materials would also be subject to disclosure under the Archives provisions.

For similar reasons, we reach the same conclusion with respect to Title III electronic surveillance materials and grand jury materials. Both Title III and Rule 6(e) enact strict rules of secrecy, subject only to specific exceptions carefully delineated in the statute or rule. See 18 U.S.C. 2517; Fed. R. Crim. P. 6(e)(3). Any other disclosure of Title III materials is a felony (18 U.S.C. 2511(1)(c)); violation of Rule 6(e) is punishable by contempt (Fed. R. Crim. P. 6(e)(2)). We have found no evidence that Congress contemplated that either type of materials would be transferred to the Archives or opened up to the public after 30 years. Accordingly, we believe that these specific provisions, which protect highly important privacy rights, must take precedence over the more general provisions governing the Archives.

In reaching these conclusions, we acknowledge that the questions posed by your request are difficult ones. In particular, we note that there is unfavorable dictum in a footnote in the District of Columbia Circuit's prior opinion in this case. See American Friends Service Committee v. Webster, 720 F.2d 29, 76 n.75 (D.C. Cir. 1983). Nevertheless, because this discussion is dictum, arose in a different context, and appears to us to be incorrect, we do not believe that it provides a sufficient basis

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<sup>2</sup> The provisions regarding the Archivist were enacted in the 1950s. See Act of Sept. 5, 1950, ch. 849, sec. 507(a), 64 Stat. 587 (1950); Pub. L. 85-51, 71 Stat. 69 (1957). As originally enacted, the Administrator of General Services was authorized to direct and effect the transfer of records that had been in existence for more than 50 years. See 64 Stat. 587 (1950). In 1978, this period was reduced to 30 years. 44 U.S.C. 2107(2), 2109(a).

for agreeing to a plan which, in our view, would violate important privacy rights that Congress wished to protect.

Finally, even if we had greater doubts about the legal questions you asked, we believe that any doubts should be decided in favor of nondisclosure in the present situation. First, it is important to note that wrongful disclosure of the materials at issue here is either criminal or contemptuous. If there is any doubt, federal officials should not engage in conduct that may be subject to such penalties in the absence of a court order. Second, the privacy interests at stake here are not primarily those of the government but of third parties, such as taxpayers and grand jury witnesses. Unless Congress's command is clear, we have a duty to protect those rights. Third, nondisclosure is reversible; disclosure is not. If the present Congress believes that we have misread the intent of its predecessors, corrective legislation calling for disclosure can be enacted. On the other hand, once records are opened to the public, privacy interests will be irrevocably sacrificed.

We hope that this advice will be helpful to you. Time does not permit a more detailed written explanation of our analysis, but we would be happy to discuss this issue in greater detail if you wish.

*Samuel A. Alito, Jr.*

Samuel A. Alito, Jr.  
Deputy Assistant Attorney General  
Office of Legal Counsel

---

<sup>3</sup> We also note that the conference committee for the National Archives and Records Administration Act of 1984, 44 U.S.C. 2101 et seq., deleted a provision of the Senate bill that would have expressly prohibited the disclosure of tax return information to the Archives. See H.R. Rep. 98-1124, 98th Cong., 2d Sess. 30-31 (1984). However, the reason for the deletion was to "continue[ ] current law" (*id.* at 30), and during the debates members of Congress had disagreed on whether current law allowed such transfers. See, e.g., 130 Cong. Rec. S8069-8070 (daily ed. June 21, 1984) (Sen. Mathias, Sen. Dole); 130 Cong. Rec. H8331 (daily ed. Aug. 2, 1984) (Rep. Dorgan); *id.* at H8332 (Rep. Brooks).

107  
DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
COMMUNICATION MESSAGE FORM

PAGE 1 OF

DATE  
1/13/86

CLASSIFICATION

UNCLAS E F T O

PRECEDENCE  
ROUTINE

\$F1070RR SJ JNIDE HQ H0107 01402300YEAR 132230Z JAN 86

START HERE

FM FM DIRECTOR FBI  
TO TO FBI SAN JUAN ROUTINE  
FBI JACKSON ROUTINE

14 BT

UNCLAS E F T O

12 DESTRUCTION OF RECORDS; NATIONAL ARCHIVES AND RECORDS ADMINIS-  
TRATION (NARA); APPRAISAL OF FBIHQ AND FIELD RECORDS10 AS YOU ARE AWARE, AN INJUNCTION WAS ISSUED 1/10/80,  
8 IN THE CIVIL MATTER "AMERICAN FRIENDS SERVICE COMMITTEE,  
6 ET. AL., V. WILLIAM H. WEBSTER, ET. AL.," U.S. DISTRICT  
4 COURT, WASHINGTON, D.C., ENJOINING THE FBI FROM FURTHER  
2 RECORDS DESTRUCTION UNTIL NARA CONDUCTS AN APPRAISAL OF  
0 FBIHQ AND FIELD RECORDS AND A NEW RECORDS RETENTION PLAN  
AND DISPOSITION SCHEDULES ARE SUBMITTED TO AND APPROVED  
BY THE COURT. THE AFOREMENTIONED PLAN AND SCHEDULES WERE  
SUBMITTED TO, AND HAVE BEEN PENDING WITH THE U.S. DISTRICT  
COURT, WASHINGTON D.C., SINCE 11/9/81.

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APPROVED BY

CM

DRAFTED

TBD:cgz

DATE

1/13/86

ROOM

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TELE EXT.

66-19249-364

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66-19249

- 1 - Mr. Monroe
- 1 - Mr. Bresson
- 1 - Mr. Scherrer
- 1 -
- 1 -

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SEE NOTE PAGE SIX

12 JAN 16 1986

FEDERAL BUREAU OF INVESTIGATION  
COMMUNICATIONS CENTER

JAN 14 1986

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1656  
57 MAR 27 1986

FBI/DOJ

PAGE 2

CONFIDENTIAL - 100

PAGE TWO DE HQ 0107 UNCLAS E F T O

BY MEMORANDUM FILED IN THE U.S. DISTRICT COURT,  
20 WASHINGTON, D.C., 12/20/85, IN THE AFOREMENTIONED CIVIL  
10 MATTER, U.S. DISTRICT COURT JUDGE HAROLD H. GREENE INDICATED  
16 THAT RESOLUTION OF THE FOREGOING LITIGATION IS IMMINENT,  
12 CONTINGENT UPON THE CORRECTION OF SEVERAL DEFECTS IN THE  
RECORDS RETENTION PLAN AND DISPOSITION SCHEDULES. IN THIS  
14 CONNECTION, THE NARA HAS NOTIFIED FBIHQ THAT IT DESIRES  
18 TO TAKE PROMPT ACTION TO CORRECT THE DEFECTS NOTED BY JUDGE  
22 GREENE. IN ORDER TO CORRECT CERTAIN OF THE DEFECTS, IT  
WILL BE NECESSARY FOR NARA REPRESENTATIVES, ACCCOMPANIED  
26 BY FBIHQ PERSONNEL, TO CONDUCT A REVIEW AND APPRAISAL OF  
CERTAIN FILES AND RECORDS IN THE SAN JUAN AND JACKSON FIELD  
20 OFFICES. ACCORDINGLY, NARA HAS EXPRESSED AN INTEREST IN  
VISITING THE SAN JUAN OFFICE DURING THE WEEK OF 1/27/86,  
14 AND THE JACKSON OFFICE DURING THE WEEK OF 2/10/86. AN ADVANCE  
TEAM CONSISTING OF ONE FBIHQ AND TWO NARA REPRESENTATIVES  
18 WILL ARRIVE IN THE SAN JUAN OFFICE THE MORNING OF 1/24/86,  
12 TO PREPARE FOR THE APPRAISAL PROCESS, WHICH IS TO COMMENCE  
1/27/86. THERE IS NO INDICATION THAT AN ADVANCE TEAM WILL  
BE REQUIRED IN THE JACKSON OFFICE.

EXHIBIT 100 OF 343  
CHARTER MEMBER OF THE  
AMERICAN BANKERS ASSOCIATION

PAGE 3

PAGE THREE DE HQ 0107 UNCLAS E F T 0

IT WILL BE NECESSARY FOR RECIPIENT OFFICES TO  
20 PROVIDE ADEQUATE WORK SPACE AND FURNITURE FOR THE APPRAISAL  
10 GROUP. ADDITIONALLY, TWO SUPPORT PERSONNEL IN EACH OFFICE  
SHOULD BE AVAILABLE TO ASSIST IN THE LOCATION AND RETRIEVAL  
10 OF FILES TO BE REVIEWED BY THE APPRAISAL GROUP.

THE APPRAISAL GROUP WILL CONSIST OF SIX PROFESSIONAL ARCHIVISTS FROM THE NARA AND FIVE REPRESENTATIVES FROM THE RECORDS MANAGEMENT DIVISION, FBIHQ. THE NARA REPRESENTATIVES VISITING THE SAN JUAN AND JACKSON OFFICES ARE IDENTIFIED BELOW, ALONG WITH THEIR EXISTING SECURITY CLEARANCES. THE MEMBERS OF THIS GROUP ARE AUTHORIZED TO ACCESS ALL RECORDS AND CLASSIFIED MATERIAL COMMENSURATE WITH THEIR RESPECTIVE SECURITY CLEARANCES, EXCLUSIVE OF THE IDENTITY OF FCI ASSETS AND CRIMINAL INFORMANTS; TITLE III INFORMATION; GRAND JURY MATERIAL; AND TAX RETURNS AND RETURN INFORMATION. THE FILES AND RECORDS TO BE APPRAISED BY THE NARA REPRESENTATIVES WILL FIRST BE REVIEWED BY FBIHQ REPRESENTATIVES TO IDENTIFY AND MASK THE FOREGOING INFORMATION TO PREVENT ACCESS BY NARA REPRESENTATIVES.

THE NAMES OF THE FOLLOWING NARA REPRESENTATIVES

DEPARTMENT OF DEFENSE  
COMMITTEE ON SECURITY INFORMATION  
COMMITTEE ON INFORMATION

PAGE 4

CONTINUATION SHEET

PAGE FOUR DE HQ 0107 UNCLAS E F T O

SHOULD BE CHECKED THROUGH THE FIELD OFFICE INDICES AND ANY  
INDEX CARDS AND RELATED FILE REFERENCE MATERIAL APPROPRIATELY  
CHARGED OUT AND ISOLATED TO PREVENT NARA ACCESS.

NARA REPRESENTATIVES/SAN JUAN OFFICE | ~~EXISTING CLEARANCE~~ |

DR. JAMES E. O'NEILL TOP SECRET (TS):SI/TK

ASSISTANT ARCHIVIST FOR  
PRESIDENTIAL LIBRARIESDR. CHARLES M. DOLLAR TS:SI/TK, BYC  
ASSISTANT DIRECTOR ARCHIVAL RESOURCES  
& EVALUATION STAFFDR. TRUDY H. PETERSON TS  
ACTING ASSISTANT ARCHIVIST  
FOR THE NATIONAL ARCHIVES

b6 b7C [REDACTED] TS

ARCHIVIST

[REDACTED] TS

ARCHIVIST

[REDACTED] TS

ARCHIVIST

NARA REPRESENTATIVES/JACKSON EXISTING CLEARANCE

RECORDED IN 16MM MAGNETIC  
TAPES. 16MM MAGNETIC TAPE  
CONTAINS 16MM FILM INFORMATION

PAGE 5

RECORDED IN 16MM MAGNETIC

PAGE FIVE DE HQ 0107 UNCLAS E F T O

DR. CHARLES M. DOLLAR

TS:SI/TK,BYC

ASSISTANT DIRECTOR ARCHIVAL RESOURCES

& EVALUATION STAFF

[REDACTED]

TS

b6  
b7C

ARCHIVIST

[REDACTED]

TS

ANY QUESTIONS REGARDING THIS MATTER MAY BE DIRECTED

TO FBIHQ, ATTENTION RECORDS MANAGEMENT DIVISION, RECORDS

SECTION, RECORDS RESEARCH UNIT, EXTENSION [REDACTED]

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BT

NOTE: BASED ON MEMORANDUM FILED IN THE U.S. DISTRICT COURT  
12/20/85, IN THE ABOVE CIVIL MATTER, INDICATING THAT JUDGE  
HAROLD H. GREENE EXPECTS TO RESOLVE THE AFOREMENTIONED LITIGATION  
CONTINGENT UPON THE CORRECTION OF SEVERAL DEFECTS IN THE  
FBI'S RECORDS RETENTION PLAN AND DISPOSITION SCHEDULE. IN  
ORDER TO RESOLVE CERTAIN OF THE DEFECTS, IT WILL BE NECESSARY  
FOR NARA REPRESENTATIVES, ACCCOMPANIED BY RMD PERSONNEL,  
TO TRAVEL TO THE SAN JUAN AND JACKSON FIELD OFFICES TO CONDUCT  
A REVIEW AND APPRAISAL OF CERTAIN FILES AND RECORDS.

# National Archives



Washington, DC 20408

BB JAN 17 1986

part

FEDERAL GOVERNMENT

Mr. Robert Scherrer  
Records Management Division  
Federal Bureau of Investigation  
Washington, DC 20535

Dear Bob:

This is to confirm conversations between [redacted]  
and [redacted] of your staff and [redacted]  
[redacted] of the National Archives  
regarding file consolidation in classifications [redacted]

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George Litzenberg requested authorization to initiate space  
savings in the special file room and to reduce the chance of  
misfiling or losing case files through file consolidation in  
[redacted]

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[redacted] All files in these two classifications are  
permanent. However, because of the sensitive nature of the  
files, no transfer date has been established.

The National Archives concurs in this request. It is our  
understanding that no case file material will be removed or  
destroyed; that space savings will be gained through the  
removal of front and back covers and the creation of multi-  
file volumes.

GA

Sincerely,

Jim

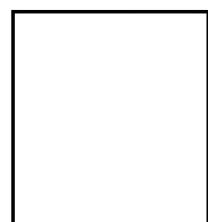
JAMES E. O'NEILL  
Assistant Archivist for  
Presidential Libraries and  
Director, FBI Appraisal Project

66-19249-364X

12 JAN 30 1986

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2 MAY 5 1986

National Archives and Records Administration

# Memorandum



Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Insp. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Off. of Cong. & Public Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Mr. Monroe *cm/rus*

Date 2/4/86

From : R. W. Scherrer *RWS*

Subject : **DESTRUCTION OF RECORDS**

*SEARCHED*  
**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)**  
**APPRaisal OF FBIHQ AND FIELD OFFICE RECORDS**

**PURPOSE:** The purpose of this memorandum is to record receipt of permanent sample case numbers for five classifications as provided by NARA.

**RECOMMENDATION:** None. For information.

APPROVED: Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
Director \_\_\_\_\_ Off. of Cong. \_\_\_\_\_  
Exec. AD-Adm. \_\_\_\_\_ Plan. & Insp. \_\_\_\_\_  
Exec. AD-Inv. \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_ Training \_\_\_\_\_

*cm/rus*

**DETAILS:** My memorandum, dated 4/26/85, captioned "File Compression Project; Expansion of the Special File Room; Relations with the National Archives and Records Administration," provided information concerning file compression in the 42 classification and the subsequent recovery of 175 cabinets. Permanent files, as well as records involved in pending litigation and FOIPA requests, remained intact and the results of the project were reviewed by an official from NARA.

Enclosures *Handled Separately*  
66-19249

1 - Mr. Monroe  
1 - Mr. Scherrer

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CMG:srs (6)

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P 2 MAY 1986 1986

*Hawx*

RECORDED COPY FILED 66-32866-1

Memorandum from R. W. Scherrer to Mr. Monroe  
Re: Destruction of Records  
National Archives and Records Administration (NARA)  
Appraisal of FBIHQ and Field Office Records

Due to the successful outcome of the initial venture, NARA was apprised of our interest in obtaining the sample case numbers in the 95, 115, 116, 120, 140, and 163 classifications.

By letter dated 1/9/85, Dr. James E. O'Neill, Director, FBI Appraisal Project, provided the printouts for the sample cases for the foregoing classifications, with the exception of the 116 classification. The latter classification bears an instructional discrepancy which must be resolved prior to selection of the sample. Dr. O'Neill's letter and enclosures, as well as the computer printout prepared by the Technical Services Division for the 42 classification, are attached for record purposes.

# Memorandum



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Exec AD Inv. \_\_\_\_\_  
Exec AD Adm. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
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Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Mr. Monroe *en/rmk*

Date 2/20/86

From : R. W. Scherrer *en/rmk*

Subject: DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRaisal OF FBIHQ AND FIELD RECORDS

PURPOSE: To advise that on 2/12/86, [REDACTED] NARA, was furnished a copy of "All SACs" airtels captioned as above dated 3/8/84, 4/17/84, 6/20/84, 11/26/84, 5/29/85, 7/9/85, 8/2/85, and 9/6/85.

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RECOMMENDATION: None. For information.

APPROVED: Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
Director \_\_\_\_\_ M. of Cong. \_\_\_\_\_  
Exec. AD-Adm. \_\_\_\_\_ Public Affs. \_\_\_\_\_  
Exec. AD-Inv. \_\_\_\_\_ Rec. Mgmt. *en/rmk*  
Exec. AD-LES \_\_\_\_\_ Tech. Servs. \_\_\_\_\_

DETAILS: On 2/12/86, [REDACTED] NARA, requested, and was furnished, one copy each of the aforementioned communications. These communications, copies of which can be found in FBIHQ File 66-3286 Sub B, instructs the field, and in one instance, the legats to mark for preservation certain field/legat files and records which must be retained for eventual transfer to the NARA. [REDACTED] request for these documents was in connection with subject matter, specifically the appraisal of records in the Jackson, Mississippi Field Office as mandated by memorandum filed in the U.S. District Court, WDC, 12/20/85, in the civil matter American Friends Service Committee et al., v. William H. Webster et al. civil action No. 79-1655.

66-19249

1 - Mr. Monroe

1 - Mr. Scherrer

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TBD:cgz (5)

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66-19249-366

17 MAR 3 1986

2 APR 28 1986

FBI/DOJ

WM  
FEDERAL GOVERNMENT

March 3, 1986

[REDACTED]  
Judicial, Fiscal, and Social Branch  
Civil Archives Division

National Archives and Records Administration  
Washington, D.C. 20408

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Dear [REDACTED]

The Research Unit of the Office of Congressional and Public Affairs has completed its new edition of "Conducting Research In FBI Records." Enclosed are three copies for your office. If you have any additions, changes, or suggestions for the next edition, please send them to [REDACTED] Historian, Room 7350, Federal Bureau of Investigation, Ninth Street and Pennsylvania Avenue, N.W., Washington, D.C. 20535;

[REDACTED]  
Thank you for your assistance.

Sincerely,

William M. Baker  
Assistant Director  
Office of Congressional  
and Public Affairs

Enclosures (3)

1 - Mr. W. Baker

1 - [REDACTED]  
1 - [REDACTED]  
1 - [REDACTED]  
1 - [REDACTED]

1 - 66-19308

Exec AD Adm. \_\_\_\_\_

Exec AD Inv. \_\_\_\_\_

Exec AD LES \_\_\_\_\_

Asst. Dir. \_\_\_\_\_

Adm. Servs. \_\_\_\_\_ Research In FBI Records."

Crim. Inv. \_\_\_\_\_ SRF:kb (9)

Ident. \_\_\_\_\_

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Intell. \_\_\_\_\_

Lab. \_\_\_\_\_

Legal Coun. \_\_\_\_\_

Off. Cong. & \_\_\_\_\_

Public Affs. \_\_\_\_\_

Rec. Mgmt. \_\_\_\_\_

Tech. Servs. \_\_\_\_\_

Training \_\_\_\_\_

Telephone Rm. \_\_\_\_\_

Director's Sec'y \_\_\_\_\_

2 MAY 1986

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4 MAR 12 1986

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mailed separately  
3/4/86  
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FBI/DOJ

# Memorandum



Exec AD Inv. \_\_\_\_\_  
Exec AD Adm. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Ass't Dir. \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
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Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Mr. Monroe *cm/rw*

Date 3/31/86

From : R. W. Scherrer *rw*

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRaisal OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE: The purpose of this memorandum is to gain approval to forward our SF 115 to NARA to modify previous disposition instructions for tax and tax return information, Grand Jury and Title III materials.

RECOMMENDATION: That attached SF 115 be forwarded to NARA for action.

APPROVED: *BS* / *CM/RW*

Director	Adm Servs. _____	Laboratory _____
Exec. AD-Adm. _____	Crim. Inv. _____	Legal Coun. _____
Exec. AD-Inv. _____	Ident. _____	Off. of Cong. & Public Affs. _____
Exec. AD-LES _____	Inspection _____	Rec. Mgmt. _____
	Intel. _____	Tech. Servs. _____
		Training _____

DETAILS: Based on my memorandum, dated 3/27/86, approval was granted to forward our SF 115 to NARA to establish the disposition instructions for tax and tax return information, Grand Jury, and Title III materials.

Subsequently, on 3/28/86, I met with [redacted] and other Internal Revenue Service (IRS) officials, and SA [redacted] Legal Counsel Division, and discussed the matter of legal title to tax and tax return information. It was determined that the IRS should also possess legal title to the tax information and the disposition instructions were revised accordingly.

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The appropriate number of copies of SF 115 have been prepared to accommodate this modification and are attached herewith for referral to NARA.

Enclosure

66-19249

1 - Mr. Clarke  
1 - Mr. Davis (Attn: [redacted])  
1 - Mr. Monroe  
1 - Mr. Scherrer  
1 - [redacted]

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CMG:cgz (7)

ang

ENCLOSURE ATTACHED

ENCLOSURE

57 MAY 30 1986

66-19249-368

APR 11 1986

FBI/DOJ

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66-19249-368

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

DATE RECEIVED

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

<b>TO:</b> GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		<b>LEAVE BLANK</b>	
1. FROM (Agency or establishment) <b>Department of Justice</b>		DATE RECEIVED	
2. MAJOR SUBDIVISION <b>Federal Bureau of Investigation</b>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <b>Records Management Division</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Robert W. Scherrer</b>	5. TELEPHONE EXT. [Redacted]	DATE b2	ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE <b>3/31/86</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE <b>Section Chief, Records Section Records Management Division</b>		
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>			9. GRS OR SUPERSEDED JOB CITATION
1.	<p>Files and records maintained at Federal Bureau of Investigation (FBI) Headquarters and field offices which contain three types of material at issue, i.e., tax and tax return information, Grand Jury, and Title III materials. All three types of materials are subject to statutory prohibitions as to destruction and do not permit unrestricted transfer. For instance, these files contain information subject to the disclosure limitations of Section 6103 of the Internal Revenue Code. Currently, the Internal Revenue Service (IRS) and NARA disagree as to the relationship between Chapter 21 of Title 44, U.S.C., and the Internal Revenue Code. Until this question is resolved, legal title of the file material will not be transferred from the FBI or the IRS to NARA. Thus only physical custody of these materials (under seal) will be transferred to NARA, to satisfy the legal requirements of section 6103 of the Internal Revenue Code. This SF 115 will be reviewed annually to determine whether this disagreement has been resolved. The use, disclosure, and/or restrictions applicable to Grand Jury and Title III materials are set forth under Federal Rules of Criminal Procedure, 6(e), and 18 U.S.C., Section 2517, respectively, and primarily restrict disclosure. Hence, the transfer of custody of the materials to NARA with legal title retained by the FBI would satisfy legal requirements. (This is an amendment to Job No. NCL-65-85-1, approved November 7, 1984. Amended pages 9 and 235 should be inserted within the comprehensive disposition schedule which was approved by the Archivist on November 9, 1981).</p>			10. ACTION TAKEN (NARS USE ONLY)

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 9 of 300
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Instead, these numbers have been reserved to allow for the creation of administrative or control files. Unless otherwise stated in Part B, the following disposition applies to "Reserved" cases:</p> <p><b><u>DISPOSAL NOT AUTHORIZED.</u></b></p> <p>7. Controlled Substances Act.</p> <p>Case files and related material pursuant to Controlled Substances Act, Title 21, U.S.C., Section 844 (b)(2) and certified court orders which require expungement of all recordation identifying the defendant and relating to the investigation, arrest, indictment or information, trial, finding of guilty, and dismissal and discharge.</p> <p><b><u>DESTROY</u></b> in accordance with an order of a Federal district court.</p> <p>8. Freedom of Information and Privacy Acts correspondence filed in substantive case files prior to establishment of 62 case file and 190 classification.</p> <p>See disposition instructions in Part B.</p> <p>9. Cases in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974 [5 USC, 552a (e) (1), (5), (7)].</p> <p>Submit SF-115, Request for Records Disposition Authority, to NARA.</p> <p>10. Segregated IRS tax returns and tax return information; Title III material; and Grand Jury material, transcripts and summaries thereof, from Permanent investigative case files, the use of which is restricted by legislation.</p> <p><b><u>PERMANENT.</u></b> Transfer physical custody, under seal, to NARA with related case files in 30 or 50 years, whichever is appropriate. Legal title will not transfer to NARA.</p>		

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 235 of 300
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p><b>Controlled Substances Act.</b></p> <p>Case files and related material pursuant to Controlled Substances Act, Title 21, U.S.C., Section 844 (b)(2) and certified court order which require expungement of all recordation identifying the defendant and relating to the investigation, arrest, indictment or information, trial, finding of guilty, and dismissal and discharge.</p> <p><u>DESTROY</u> in accordance with an order of a Federal district court.</p>		
9.	<p>Cases in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974. [5 USC 552 a(e)(1), (5), (7)].</p> <p>Submit SF-115, Request for Records Disposition Authority, to NARA.</p>		
10.	<p><b>Informant and Informant-Related Material</b></p> <p>Obliterated copies of "informant evaluation page(s)" or "administrative page(s)" of individual investigative reports or other communications, which identify by name symbol-numbered informants, will be placed in the report and the original page(s) will be retained at FBIHQ.</p> <p><u>PERMANENT</u>. Transfer to NARA at a date and under conditions to be determined by the FBI and NARA.</p>		
11.	<p>Segregated IRS tax returns and tax return information; Title III material; and Grand Jury material, transcripts and summaries thereof, from permanent investigative case files, the use of which is restricted by legislation.</p> <p><u>PERMANENT</u>. Transfer physical custody, under seal, to NARA with related case files in 30 or 50 years, whichever is appropriate. Legal title will not transfer to NARA.</p>		

# Memorandum



Exec AD Inv. \_\_\_\_\_  
Exec AD Adm. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
    Adm. Servs. \_\_\_\_\_  
    Crim. Inv. \_\_\_\_\_  
    Ident. \_\_\_\_\_  
    Intell. \_\_\_\_\_  
    Laboratory \_\_\_\_\_  
    Legal Coun. \_\_\_\_\_  
    Plan. & Insp. \_\_\_\_\_  
    Rec. Mgmt. \_\_\_\_\_  
    Tech. Servs. \_\_\_\_\_  
    Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Mr. Monroe *em/Raw*

Date 3/27/86

From : R. W. Scherrer *Raw*

*BL* Subject : DESTRUCTION OF RECORDS

*C* NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE: The purpose of this memorandum is to gain approval to forward completed copies of SF 115 to NARA to amend the disposition instructions for tax and tax return information, Grand Jury and Title III materials.

RECOMMENDATION: That the attached copies of SF 115 be referred to NARA for appropriate action.

APPROVED: *BS*

Adm. Servs. _____	Laboratory _____
Crim. Inv. _____	Legal Coun. _____
Director _____	Off. of Cong. & Public Affs. _____
Exec. AD-Adm. _____	Ident. _____
Exec. AD-Inv. _____	Inspection _____
Exec. AD-LES _____	Intell. _____

*em/Raw*

DETAILS: In response to the Memorandum issued on 12/20/85 by the U.S.D.C., D.C., in the American Friends action, NARA is prepared to respond to six issues posed by the Court; however, the disposition of tax and tax return information, Grand Jury and Title III materials has remained unresolved. A request for records disposition authority to destroy tax, Grand Jury, and Title III materials, in addition to other items, was initially forwarded to Dr. James E. O'Neill, Director, FBI Appraisal Task Force, NARA, by letter dated 5/17/84. The amended schedule was returned on 11/27/84, approved by the Archivist, with the exception of the Item pertaining to tax, Grand Jury and Title III.

Enclosures

66-19249

1 - Mr. Clarke  
1 - Mr. Davis (Attn: )  
1 - Mr. Monroe  
1 - Mr. Scherrer

1   
1

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b7C

CMG:cgz (7)

*cmj*

(CONTINUED - OVER)

*66-19249-369*  
2 APR 10 1986  
16

*4- ENCLOSURE N 3 1986*

*217-1013 1986*

*Raw*  
FBI/DOJ

Memorandum from R. W. Scherrer to Mr. Monroe  
Re: Destruction of Records  
National Archives and Records Administration (NARA)  
Appraisal of FBIHQ and Field Office Records

Ultimately, the Department provided a legal analysis of legislation governing the three categories and determined that disclosure was the primary restriction, and that legal requirements would be satisfied if custody was transferred to NARA and legal title was retained by the FBI. By routing slip dated 3/25/86 (attached), [redacted] Internal Revenue Service, provided agreeable narrative to submit with our disposition request to account for physical transfer of tax and tax return information.

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The appropriate number of copies of SF 115 have been prepared to encompass the above items and are attached herewith for referral to NARA for action.

# Routing Slip

Internal  
Revenue  
Service

To	Symbol	Room	Action Code	Initial/ Date
Bob Scheerer				

- 1. Per our conversation
- 2. As requested
- 3. Approval
- 4. Comments
- 5. Information
- 6. Corrections
- 7. Signature
- 8. Initials
- 9. Note and return
- 10. Necessary action
- 11. See me
- 12. Call me
- 13. File
- 14. Prepare reply for signature of \_\_\_\_\_
- 15. Please answer by \_\_\_\_\_

## Remarks

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From	Phone	Room No.
<input type="text"/>	<input type="text"/>	6421 ICC
	Date	3/25/86

Language to be used for taxpayer information contained in FBI investigative files designated as permanent by the National Archives and Records Administration:

"These files contain information subject to the disclosure limitations of section 6103 of the Internal Revenue Code. Currently, the Internal Revenue Service and the National Archives and Records Administration disagree as to the relationship between Chapter 21 of Title 44, United States Code, and the Internal Revenue Code. Until this question is resolved, legal title of the files will not be transferred from the Federal Bureau of Investigation or the Internal Revenue Service to the National Archives and Records Administration. This ~~series~~ SF115 \* will be reviewed annually to determine whether this disagreement has been resolved."

The general context of this language was agreed to by the National Archives and Records Administration for an IRS permanent records series containing taxpayer information.



3/25/86

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\*per NARA

66-19249-369

ENCLOSURE

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

**LEAVE BLANK**

JOB NO.

DATE RECEIVED

NOTIFICATION TO AGENCY

**TO: GENERAL SERVICES ADMINISTRATION  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

**Department of Justice**

2. MAJOR SUBDIVISION

**Federal Bureau of Investigation**

3. MINOR SUBDIVISION

**Records Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Robert W. Scherrer**

5. TELEPHONE EXT.

--

DATE

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b7C

ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of **3** page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 3 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	
<b>3/27/86</b>		<b>Section Chief, Records Section      Records Management Division</b>	
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><b>Files and records maintained at Federal Bureau of Investigation (FBI) Headquarters and field offices which contain three types of material at issue, i.e., tax and tax return information, Grand Jury, and Title III materials. These files contain information subject to the disclosure limitations of Section 6103 of the Internal Revenue Code. Currently, the Internal Revenue Service (IRS) and NARA disagree as to the relationship between Chapter 21 of Title 44, U.S.C., and the Internal Revenue Code. Until this question is resolved, legal title of the file material will not be transferred from the FBI or the IRS to NARA. This SF 115 will be reviewed annually to determine whether this disagreement has been resolved. The use, disclosure, and/or restrictions applicable to Grand Jury and Title III materials are set forth under Federal Rules of Criminal Procedure, 6(e), and 18 U.S.C., Section 2517, respectively, and primarily restrict disclosure. Hence, the transfer of custody of the materials to NARA with legal title retained by the FBI would satisfy legal requirements. (This is an amendment to Job No. HSI-65-85-1, approved November 7, 1984. Amended pages 9 and 235 should be inserted within the comprehensive disposition schedule which was approved by the Archivist on November 9, 1981.)</b></p>		

*66-19249-369*

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
9 of 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Instead, these numbers have been reserved to allow for the creation of administrative or control files. Unless otherwise stated in Part B, the following disposition applies to "Reserved" cases:		
	<u>DISPOSAL NOT AUTHORIZED.</u>		
7.	Controlled Substances Act.  Case files and related material pursuant to Controlled Substances Act, Title 21, U.S.C., Section 844 (b)(2) and certified court orders which require expungement of all recordation identifying the defendant and relating to the investigation, arrest, indictment or information, trial, finding of guilty, and dismissal and discharge.  <u>DESTROY</u> in accordance with an order of a Federal district court.		
8.	Freedom of Information and Privacy Acts correspondence filed in substantive case files prior to establishment of 62 case file and 190 classification.  See disposition instructions in Part B.		
9.	Cases in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974 [5 USC, 552a (e) (1), (5), (7)].  Submit SF-115, Request for Records Disposition Authority, to NARA.		
10.	Segregated IRS tax returns and tax return information; Title III material; and Grand Jury material, transcripts and summaries thereof, from Permanent investigative case files, the use of which is restricted by legislation.  <u>PERMANENT.</u> Transfer physical custody, under seal, to NARA with related case files in 30 or 50 years, whichever is appropriate. Legal title will remain with the FBI.		

66-19249-369

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
235 of 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p>Controlled Substances Act.</p> <p>Case files and related material pursuant to Controlled Substances Act, Title 21, U.S.C., Section 844 (b)(2) and certified court order which require expungement of all recordation identifying the defendant and relating to the investigation, arrest, indictment or information, trial, finding of guilty, and dismissal and discharge.</p> <p><u>DESTROY</u> in accordance with an order of a Federal district court.</p>		
9.	<p>Cases in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974 [5 USC 552 a(e)(1), (5), (7)].</p> <p>Submit SF-115, Request for Records Disposition Authority, to NARA.</p>		
10.	<p>Informant and Informant-Related Material</p> <p>Obliterated copies of "informant evaluation page(s)" or "administrative page(s)" of individual investigative reports or other communications, which identify by name symbol-numbered informants, will be placed in the report and the original page(s) will be retained at FBIHQ.</p> <p><u>PERMANENT</u>. Transfer to NARA at a date and under conditions to be determined by the FBI and NARA.</p>		
11.	<p>Segregated IRS tax returns and tax return information; Title III material; and Grand Jury material, transcripts and summaries thereof, from permanent investigative case files, the use of which is restricted by legislation.</p> <p><u>PERMANENT</u>. Transfer physical custody, under seal, to NARA with related case files in 30 or 50 years, whichever is appropriate. Legal title will remain with the FBI.</p>		

66-19249-369

# Memorandum



Exec AD Inv.   
Exec AD Adm.   
Exec AD 4:ES   
Asst. Dir.   
Adm. Servs.   
Crim. Inv.   
Ident.   
Intell.   
Laboratory   
Legal Coun.   
Plan. & Insp.   
Rec. Mgmt.   
Tech. Servs.   
Training   
Public Affs. Off.   
Telephone Rm.   
Director's Sec'y

To : Mr. Monroe

Date 3/20/86

From : R. W. Scherrer

*JAR*  
Subject : DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE: The purpose of this memorandum is to gain approval to forward completed copies of SF 115 to NARA to document retention of additional field office "00" (policy) records in response to the Memorandum issued on 12/20/85 by the U.S.D.C., D.C., in the American Friends action.

RECOMMENDATION: That the attached copies of SF 115 be referred to NARA for appropriate action.

*BS*  
APPROVED: Adm. Servs.  Laboratory   
Crim. Inv.  Legal Coun.   
Director  Off. of Cong.   
Exec. AD-Adm.  Ident.   
Exec. AD-Inv.  Rec. Mgmt.   
Exec. AD-LES  Inspection   
Intell.  Tech. Servs.   
Training

DETAILS: On 12/20/85, U.S. District Court Judge Harold H. Greene issued a Memorandum regarding six issues which required attention by NARA prior to his approving the FBI Records Retention Plan and Disposition Schedule. NARA has addressed the issues and have altered their original decisions for only one record category, i.e., preservation of locally-created documents maintained in field office "00" (policy) files which were not forwarded to FBIHQ. The issues were discussed during a conference held at FBIHQ on 3/12/86. In attendance were [REDACTED]  
Civil Division of the Department; [REDACTED] Legal Counsel [REDACTED]  
for NARA; [REDACTED] NARA; [REDACTED] NARA.  
SA [REDACTED] Legal Counsel Division; and SA [REDACTED]  
Assistant Section Chief; [REDACTED] of the  
Records Management Division.

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The issue of ultimate preservation/transfer or destruction of record material relating to tax, Grand Jury and Title III remained unresolved, and the Department is considering referring this issue back to the Office of Legal Counsel of the Department for further analysis.

*66-19249-370*  
ENCLOSURE  
In response to the foregoing Memorandum and NARA's revised disposition instructions for field office "00" files, the appropriate number of copies of SF 115 have been prepared for referral to NARA.

Enclosure

66-19249 *beta*

*66-19249 JUN 23 1986*  
Mr. Davis Attn: [REDACTED]  
1 - Mr. Monroe  
1 - Mr. Scherrer  
1 - [REDACTED]  
CMG:cgz (5)

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DOJ

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

DATE RECEIVED

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment) <b>Department of Justice</b>	In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.		
2. MAJOR SUBDIVISION <b>Federal Bureau of Investigation</b>			
3. MINOR SUBDIVISION <b>Records Management Division</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Robert W. Scherrer</b>	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
			b2

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE <b>3/18/86</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE <b>Section Chief, Records Section Records Management Division</b>	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	Files and records maintained at Federal Bureau of Investigation Headquarters and field offices. An amendment has been prepared to comply with the Memorandum issued by the U.S.D.C., D.C., on December 20, 1985, relative to the disposition of 08 (policy) records maintained in field offices. Two amended pages have been prepared to account for the permanent retention of certain policy records. (This is an amendment to Job No. NC1-65-85-1, approved November 7, 1984. Amended pages should be inserted within the comprehensive disposition schedule which was approved by the Archivist on November 9, 1981.)		

*66-19249-370*

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
233 of 300

O 7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><b>PART C</b></p> <p style="text-align: center;"><b>GENERAL DISPOSITION AUTHORITIES FOR</b></p> <p style="text-align: center;"><b>FIELD OFFICE CASE FILES</b></p> <p>The following authorities will be used for the disposition of the Field Office records described below. These authorities apply regardless of the classification under which the records are filed unless otherwise stated in Parts D or E of this schedule. NOTE: Care must be taken to ensure that records designated for permanent retention by other items in this schedule are not erroneously destroyed using authorities listed in this part.</p> <p>1. "00" Files</p> <p>The character of the "00" file in the Field Offices is similar to its Headquarters counterpart except that a portion of the records focus on local issues.</p> <p>a. Locally-created documents serialized within the "00" file which were not forwarded to Headquarters.</p> <p><u>PERMANENT</u>. Offer to NARA in 10 year blocks when 50 years old.</p> <p>b. Remaining serials of the "00" file.</p> <p><u>DESTROY</u> when 30 years old or when all administrative needs have been met, whichever is later.</p> <p>2. "0" Files.</p> <p>The character of the "0" file in the Field Offices is similar to its Headquarters counterpart except that a portion of the records focus on local issues.</p> <p><u>DESTROY</u> when 3 years old or when all administrative needs have been met, whichever is later.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
234 of 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>Exceptional Case Files.</p> <p>Office of Origin and Legat investigative case files, excluding informant and informant-related cases, corresponding to the case files designated for permanent retention in Part A, Item 3.</p> <p><u>PERMANENT</u>. Offer to NARA in 10 year blocks when 50 years old.</p>		
4.	<p>Cases Requiring Prolonged Retention.</p> <p>Cases will be retained beyond the authorized disposal periods to satisfy FBI investigative and administrative needs and obligations, including, but not limited to, the Privacy Act accounting of disclosure provision and extended litigation.</p> <p>Retain until needs and obligations are met.</p>		
5.	<p>Office of Origin Case Files.</p> <p>a. Criminal Case Files.</p> <p><u>DESTROY</u> when 10 years old.</p> <p>b. Security Case Files.</p> <p><u>DESTROY</u> when 20 years old.</p>		
6.	<p>Auxiliary Office Case Files.</p> <p><u>DESTROY</u> when 1 year old.</p>		
7.	<p>Legal Attaché Case Files.</p> <p>All case files for Mexico City and Hong Kong:</p> <p><u>PERMANENT</u>: Offer to NARA in 10 year blocks when 50 years old.</p> <p>All other case files may be destroyed when 1 year old unless disposition instructions call for retention.</p>		

# Memorandum



Exec AD Inv. \_\_\_\_\_  
Exec AD Adm. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Insp. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Mr. Monroe

Date 1/31/86

From : R. W. Scherrer

Subject: DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRaisal OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE: The purpose of this memorandum is to record the results of a request of all offices to respond to FBIHQ regarding retention of historical records.

RECOMMENDATION: None. For record purposes.

DETAILS: By airtel dated 5/29/85, captioned "Destruction of Records; National Archives and Records Service (NARS); Appraisal of FBIHQ and Field Records," all SACs were requested to preserve cases from an exceptional category of records which resulted from captioned appraisal and subject matter provided by NARA's outside consultants and historians. Each office was provided with an attachment containing corresponding file numbers to exceptional cases identified at FBIHQ.

All offices have advised that action is completed, and copies of responses are filed as an enclosure to this communication.

Enclosures

66-3286 sub B

1 - 66-19249

1 - Mr. Davis (Attn:

1 - Mr. Monroe

1 - Mr. Scherrer

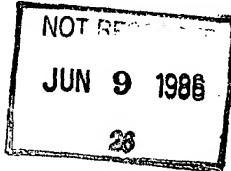
1 -

1 -

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VEH:cgz (8)

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b7C



2 JUN 11 1986

# Memorandum

13

To : Mr. Monroe *cm/Res*

Date 6/9/86

From : R. W. Scherrer *Res*

25 Subject: **DESTRUCTION OF RECORDS**  
**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)**  
**APPRaisal OF FBIHQ AND FIELD OFFICE RECORDS**

Legal Coun. \_\_\_\_\_  
Off. Cong. & \_\_\_\_\_  
Public Atts. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

## PURPOSE:

The purpose of this memorandum is to record the results of a request of all SACs to identify and appropriately stamp an exceptional category of records for permanent retention.

## RECOMMENDATION:

None. For record purpose.

*cm/Res*

## DETAILS:

By airtel dated 8/2/85, captioned as above, all SACs were requested to appropriately mark permanent records for eventual transfer to NARA.

The records encompassed an exceptional category and included office of origin and auxiliary office records identified through a review of FBIHQ cases, which were assembled during the course of captioned appraisal and/or provided by NARA's outside consultants and historians.

All offices have complied, and the responses are attached herewith as an enclosure.

Enclosure ~~EX-1000~~

66-3286 Sub B

1 - 66-19249

1 - Mr. Davis (Attn: )

1 - Mr. Monroe

1 - Mr. Scherrer

1 -

1 -

1 -

JEA/CMG:cgz (8)

*JEA cm/Res*

66-19249-

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b7C

JUN 18 1986

1600-16000

4 JUN 25 1986

4/Res  
FBI/DOJ

# Memorandum



25

To : Mr. Monroe *cm/rus*

Date 6/9/86

From : R. W. Scherrer *Rus*

Subject: **DESTRUCTION OF RECORDS**  
**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)**  
**APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS**

Legal Coun. \_\_\_\_\_  
Off. Cong. &  
Public Affs. \_\_\_\_\_  
Rec. Mgmt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

**PURPOSE:**

The purpose of this memorandum is to record the results of a request of all offices to respond to FBIHQ concerning retention of historical records.

**RECOMMENDATION:**

None. For information.

*APPROVED: R. W. Scherrer*

*cm/rus*

**DETAILS:**

By airtel dated 7/9/85, captioned as above, all SACs were requested to identify and preserve historical cases pursuant to instructions found in the FBI Records Retention Plan and Disposition Schedule relating to the exceptional record category. All files that were identified and stamped for preservation will eventually be forwarded to FBIHQ for transfer to the National Archives.

All offices have responded, and the responses are filed as an enclosure to this communication.

66-3286 ~~ENCLOSURE~~

Enclosure 66-3286 Sub B

1 - 66-19249

1 - Mr. Davis (Attn: )

1 - Mr. Monroe

1 - Mr. Scherrer

1 -

1 -

1 -

ERC/ERC/CMG:cgz (8)

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b7C

66-19249-  
JUN 26 1986

12 JUN 26 1986

108 JUL 10 1986

44  
FBI/DOJ

# National Archives



Washington, DC 20408

MAY 26 1986

part 5/21

Mr. Robert Scherrer  
Records Management Division  
Federal Bureau of Investigation  
Washington, DC 20535

FEDERAL GOVERNMENT

Dear Bob:

This is to confirm conversations between [redacted]  
and [redacted] of your staff and [redacted] and [redacted]  
[redacted] of the National Archives regarding file  
consolidation in classifications 25, 116 and 170.

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b7C

[redacted] requested authorization to continue space  
savings in the special file room and to reduce the chance of  
misfiling or losing case files through file consolidation in  
classification 170, Extremist Informants (Obsolete). All  
files in this classification are permanent. However,  
because of the sensitive nature of the files no transfer  
date has been established. [redacted] requested the  
same authorization for files in classification 25, Selective  
Service, and classification 116, Department of Energy  
Applicants, housed in the central file area.

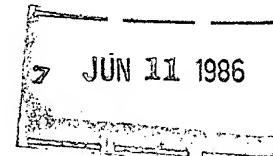
At the same time [redacted] requested NARA to provide  
the case file numbers for the cases to be retained as part  
of the evidential or informational samples for  
classifications 15, 26, 52, 77, 88, 91 and 91. Those  
samples are enclosed.

66-19249-310X

The National Archives concurs in these requests. It is our  
understanding that no case file material will be removed or  
destroyed at this time. Space savings will be gained only  
through the removal of front and back covers and the  
creation of multifile volumes.

Sincerely,  
REHMND FILE  
-7-  
ENCLOSURE

JAMES E. O'NEILL  
Assistant Archivist for  
Presidential Libraries and  
Director, FBI Appraisal Project



b6  
b7C



*SM*  
May 27, 1986

FEDERAL GOVERNMENT

Dr. James E. O'Neill  
Assistant Archivist for  
Presidential Libraries and  
Director, FBI Appraisal Project  
National Archives and Records Administration  
Washington, D. C. 20408

Dear Jim,

Thank you for your letter of May 26, 1986, with  
enclosures.

*Very* I would like to commend [redacted]  
[redacted] of the National Archives for their  
exceptional assistance and counsel to my staff in connection  
with the file consolidation project to recover badly needed  
space here at FBI Headquarters. As a result of the file  
consolidation project, we will hope eventually to recover one  
thousand file cabinets to accommodate the ever increasing file  
population maintained by the Records Management Division.

b6  
b7C

Please be assured that no case file material will be  
removed or destroyed in connection with the file consolidation  
project. The space savings mentioned previously will be  
achieved only by the removal of the file fronts and backs and  
the creation of multifile volumes. Without the invaluable  
assistance of [redacted] we would have been  
obligated to seek outside storage facilities, which would have been  
quite expensive and disruptive to the day-to-day operations  
of the Records Management Division.

MAILED 15  
MAY 29 1986

With best personal regards,

TE 206  
V330E70

66-19249-37X

cc JUN 5 1986

*Ex*

Robert W. Scherrer  
Section Chief, Records Section  
Records Management Division

Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. 66-19249-  
Lab. 1 - Mr. J. R. Davis (Attention: [redacted])  
Legal Coun. 1 - Mr. Monroe  
Off. Cong. &  
Public Affs. 1 - Mr. Scherrer  
Rec. Mgmt. 1 - [redacted]  
Tech. Servs. 1 - [redacted]  
Training \_\_\_\_\_  
Telephone-Rm. RWS: cak (6) *Ex*  
Director's Sec'y MAIL ROOM

(CONTINUED-OVER)

FBI/DOJ

NOTE: The National Archives and Records Administration provided random start numbers to be retained as part of the evidential or informational samples for classifications 15, 26, 52, 77, 88 and 91. Instant letter expresses the appreciation of the Records Management Division for the invaluable assistance of the National Archives in connection with the file consolidation project to recover space in the Filing Subunit, Special Records and Filing Unit, Records Section, Records Management Division.